


SOLICITATION, OFFER AND AWARD				1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE OF PAGES 1 242			
2. CONTRACT NO. N40080-12-D-0467		3. SOLICITATION NO. N40080-11-R-0467		4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)		5. DATE ISSUED 22 Jun 2011		6. REQUISITION/PURCHASE NO.			
7. ISSUED BY NAVAL FACILITIES ENG COMMAND WASHINGTON 1314 HARWOOD ST WASHINGTON DC 20374 TEL: FAX:				CODE N40080		8. ADDRESS OFFER TO (If other than Item 7) See Item 7 TEL: FAX:					
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".											
SOLICITATION											
9. Sealed offers in original and <u>3</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>See Section B</u> until <u>02:00 PM</u> local time <u>18 Aug 2011</u> (Hour) (Date)											
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.											
10. FOR INFORMATION CALL:		A. NAME ROYA M. STERNER		B. TELEPHONE (Include area code) (NO COLLECT CALLS) 202-685-8020		C. E-MAIL ADDRESS roya.sterner@navy.mil					
11. TABLE OF CONTENTS											
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION		PAGE(S)		
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES						
X	A	SOLICITATION/ CONTRACT FORM		1 - 4	X	I	CONTRACT CLAUSES		101 - 121		
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		5 - 30	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS						
X	C	DESCRIPTION/ SPECS/ WORK STATEMENT		31 - 81	X	J	LIST OF ATTACHMENTS		122		
	D	PACKAGING AND MARKING			PART IV - REPRESENTATIONS AND INSTRUCTIONS						
X	E	INSPECTION AND ACCEPTANCE		82 - 86		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS				
X	F	DELIVERIES OR PERFORMANCE		87 - 93		L	INSTRS., CONDS., AND NOTICES TO OFFERORS				
X	G	CONTRACT ADMINISTRATION DATA		94 - 98		M	EVALUATION FACTORS FOR AWARD				
X	H	SPECIAL CONTRACT REQUIREMENTS		99 - 100							
OFFER (Must be fully completed by offeror)											
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.											
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>60</u> calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.											
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)											
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.		DATE		AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE 42EU7		FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)					
HBC MANAGEMENT SERVICES, INC. 841 BISHOP ST STE 1160 HONOLULU HI 96813-3921											
15B. TELEPHONE NO (Include area code)			15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE		18. OFFER DATE			
AWARD (To be completed by Government)											
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT \$5,136,825.30			21. ACCOUNTING AND APPROPRIATION					
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()						23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM			
24. ADMINISTERED BY (If other than Item 7) See Item 7			CODE			25. PAYMENT WILL BE MADE BY DFAS-CLEVELAND, NORFOLK ACCTS PAYABLE P.O. BOX 998022 CLEVELAND OH 44199		CODE N68732			
26. NAME OF CONTRACTING OFFICER (Type or print) PAUL M HEAVEY TEL: (202) 685-3299 EMAIL: paul.heavey@navy.mil						27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		28. AWARD DATE 17-Feb-2012			
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.											

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section SF 30 - BLOCK 14 CONTINUATION PAGE

BASE YEAR ELINS



ATTACHMENT J-0200000-08
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT # N40080-11-R-0467
SECURITY GUARD SERVICES FOR NAVAL DISTRICT WASHINGTON

	Firm Fixed-Price	Indefinite Quantity	Total
Contract Base Period	\$ (b) (4)	\$ (b) (4)	\$ 5,136,825.30
1st Contract Option Period	\$	\$	\$ (b) (4)
2nd Contract Option Period	\$	\$	\$
Total	\$	\$	\$

**N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON**

ATTACHMENT J-0200000-08 EXHIBIT LINE ITEM NUMBERS SOLICITATION/CONTRACT # N40080-11-R-0467 EXHIBIT A - CLIN 1000-S000 Firm Fixed Price - Base Period PROVIDE PRICES FOR SECURITY GUARD SERVICES - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3 ELINs A001 through A008					
ELIN / Sub ELIN	Description	Quantity	Unit of Measure (UOM)	Unit Price	Total
	NAVAL SUPPORT ACTIVITY WASHINGTON				
A001	MILITARY SEALIFT COMMAND (MSC) WNY				
A001AA	Perform Security Guard Operations- Bldg 210, Post 1	10	Mo	\$ (b) (4)	\$ (b) (4)
A001AB	Perform Security Guard Operations- Bldg 157, Post 2	10	Mo	\$	\$
				MSC Subtotal	\$
A002	NAVAL SEA SYSTEMS COMMAND (NAVSEA) (BLDG 176), WNY				
A002AA	Perform Security Guard Operations- Bldg 176, Post 8	10	Mo	\$ (b) (4)	\$
A003	NAVSEA (BLDG 104), WNY				
A003AA	Perform Security Guard Operations- Bldg 104, Post 7	10	Mo	\$	\$
A003AB	Perform Security Guard Operations- Bldg 104, Post 10	10	Mo	\$	\$
A003AC	Perform Security Guard Operations- Bldg 104, Post 11	10	Mo	\$	\$
				NAVSEA 104 Subtotal	\$
A004	NAVSEA (ALL Other), WNY				
A004AA	Perform Security Guard Operations- Post 1	10	Mo	\$ (b) (4)	\$
A004AD	Perform Security Guard Operations- Post 2	10	Mo	\$	\$
A004AC	Perform Security Guard Operations- Post 3	10	Mo	\$	\$
A004AD	Perform Security Guard Operations- Post 4	10	Mo	\$	\$
A004AE	Perform Security Guard Operations- Post 5	10	Mo	\$	\$
A004AF	Perform Security Guard Operations- Post 6	10	Mo	\$	\$
A004AG	Perform Security Guard Operations- Post 9	10	Mo	\$	\$
				NAVSEA ALL OTHER Subtotal	\$
A005	NAVAL SUPPORT FACILITY- (NSF) CARDEROCK				
A005AA	Perform Security Guard Operations- Gate #2	10	Mo	\$ (b) (4)	\$
A005AB	Perform Security Guard Operations- Gate #3	10	Mo	\$	\$
A005AC	Perform Security Guard Operations - Relief Rover	10	Mo	\$	\$
A005AD	Perform Security Guard Operations - Shift Supervisor	10	Mo	\$	\$
				NSF CARDEROCK Subtotal	\$
A006	NAVAL SUPPORT FACILITY (NSF) ARLINGTON				
A006AA	Perform Security Guard Operations - Entry/Exit Control Point	10	Mo	\$ (b) (4)	\$
				NSA WASHINGTON TOTAL	\$
	RESERVED				
	NAVAL SUPPORT ACTIVITY ANNAPOLIS				
A007	NAVAL RESEARCH LABORATORY (NRL) CHESAPEAKE BEACH DETACHMENT (CBD)				
A007AA	Perform Security Guard Operations- Bldg 6, Post 1 - PM	10	Mo	\$ (b) (4)	\$
A007AB	Perform Security Guard Operations- Bldg 6, Post 1 - SS	10	Mo	\$	\$
A007AC	Perform Security Guard Operations- Bldg 6, Post 1 - SS	10	Mo	\$	\$
A007AD	Perform Security Guard Operations- Bldg 6, Post 1 - SS	10	Mo	\$	\$
A007AE	Perform Security Guard Operations- Post 2 Fixed/Roving Patrol	10	Mo	\$	\$
A007AF	Perform Security Guard Operations- Post 3 Fixed/Roving Patrol	10	Mo	\$	\$
				NSA ANNAPOLIS TOTAL	\$
	PUBLIC WORKS DEPARTMENT (PWD) BETHESDA				
A008	NATIONAL NAVAL MEDICAL CENTER (NNMC)				
A008AA	Perform Security Guard Operations - Post C1 Fixed, Pass & ID	10	Mo	\$ (b) (4)	\$
A008AB	Perform Security Guard Operations - Post C2 - Roving Guard Patrol	10	Mo	\$	\$
A008AC	Perform Security Guard Operations - Post C3, SS/PM	10	Mo	\$	\$
				PWD BETHESDA TOTAL	\$
				GRAND TOTAL	\$

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

N40080-11-R-0467 Attachment J-0200000-08 - Exhibit B Base Option Period Indefinite Quantity Exhibit Line Item Numbers (ELINs) Exhibit B -Base Option Period Indefinite Quantity ELINs						
CLIN 9000		Est.	Unit	Unit	Price	Total
ELIN	Supplies/Services	Qty.				Amount
B001						
B001 AA	Provide Un-Armed Guards to perform Security Services at a stationary post as specified in the task order. The Contractor shall comply with Post Orders & SOP's required for each post. Post Orders and staffing requirements will be provided with task order.	2000	LH	\$	(b) (4)	\$ (b) (4)
B001 AB	Provide Armed Guards to perform Security Services at a stationary post as specified in the task order. The Contractor shall comply with Post Orders & SOP's required for each post. Post Orders and staffing requirements will be provided with task order.	2000	LH	\$		\$
B001 AC	Provide Un-Armed Guards to perform Security Services at a roving patrol post as specified in the task order. The Contractor shall comply with Post Orders & SOP's required for each post. Post Orders and staffing requirements will be provided with task order.	2000	LH	\$		\$
B001 AD	Provide Armed Guards to perform Security Services at a roving patrol post as specified in the task order. The Contractor shall comply with Post Orders & SOP's required for each post. Post Orders and staffing requirements will be provided with task order.	2000	LH	\$		\$
(Total of ELINs B001 AA through B002 AD) - Not to Exceed					\$	(b) (4)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section B - Supplies or Services and Prices

GENERAL INSTRUCTIONS

GENERAL INFORMATION

B.1 CONTRACT TITLE: “8(a) Regional Security Guard Services” for Naval District Washington; Washington, DC (within 100 mile radius).

B.2 TYPE OF CONTRACT: This is a Firm-Fixed Price (FFP) / Indefinite Delivery Indefinite Quantity (IDIQ) contract.

B.3 MINIMUM GUARANTEE: The Firm-Fixed Price portion of the contract is the minimum guarantee. Refer to Section H - Special Contract Requirements, NFAS 5252.216-9313 MINIMUM AND MAXIMUM QUANTITIES.

B.4 COMPETITION REQUIREMENTS: This procurement is an 8(a) competitive set-aside.

B.5 NAICS CODE: 561612

B.6 WAGE DETERMINATION: Service Contract Act (SCA) Wage Determinations (WD) WD-2005-2103, Rev. 10 and Collective Bargaining Agreement (CBA) CBA-2004-2475, Rev. 8 are included in this Solicitation.

B.7 CONTRACT TERM: This contract contains provisions for a Base Period with two (2) Option Years, not to exceed thirty-six (36) months. The Government reserves the right to have a reduced base year. The Government has the option to extend the term of the contract in accordance with the “Option to Extend the Term of the Contract” (NFAS 5252.217-9301) as specified in this solicitation.

B.8 PERIOD OF PERFORMANCE:

Base Year: 1 April 2012 – 31 January 2013
Option Year One: 1 February 2013 – 31 January 2014
Option Year Two: 1 February 2014 – 31 January 2015

B.9 EVALUATION OF PROPOSALS: Attachment J-0200000-08 ELINs.xls.

Description of the basic Contract Line Items (CLINs) and option CLINs :

CLIN	Description
CLIN 1000	Base Period Firm Fixed Price PWD Washington
CLIN 2000	Base Period Firm Fixed Price PWD North Potomac
CLIN 3000	(Reserved) Base FFP PWD South Potomac

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

CLIN 4000	(Reserved) Base FFP PWD Patuxent River
CLIN 5000	Base Period Firm Fixed Price PWD Annapolis
CLIN 6000	(Reserved) Base FFP ROICC Quantico
CLIN 7000	Base Period Firm Fixed Price PWD Bethesda
CLIN 8000	(Reserved) Base FFP PWD JBAB
CLIN 9000	Base Period Indefinite Quantity
CLIN 1001	1 st Option Period Firm Fixed Price PWD Washington
CLIN 2001	1 st Option Period Firm Fixed Price PWD North Potomac
CLIN 3001	(Reserved) OY1 FFP PWD South Potomac
CLIN 4001	(Reserved) OY1 FFP PWD Patuxent River
CLIN 5001	1 st Option Period Firm Fixed Price PWD Annapolis
CLIN 6001	(Reserved) OY1 FFP ROICC Quantico
CLIN 7001	1 st Option Period Firm Fixed Price PWD Bethesda
CLIN 8001	(Reserved) OY1 FFP PWD JBAB
CLIN 9001	1 st Option Period Indefinite Quantity
CLIN 1002	2 nd Option Period Firm Fixed Price PWD Washington
CLIN 2002	2 nd Option Period Firm Fixed Price PWD North Potomac
CLIN 3002	(Reserved) OY2 FFP PWD South Potomac
CLIN 4002	(Reserved) OY2 FFP PWD Patuxent River
CLIN 5002	2 nd Option Period Firm Fixed Price PWD Annapolis
CLIN 6002	(Reserved) OY2 FFP ROICC Quantico
CLIN 7002	2 nd Option Period Firm Fixed Price PWD Bethesda
CLIN 8002	(Reserved) OY2 FFP PWD JBAB
CLIN 9002	2 nd Option Period Indefinite Quantity

For purposes of evaluating offers for award, the Government will utilize the pricing submitted for the base year and all option periods. Refer to Section M, FAR 52.217-5, Evaluation of Options (JUL 1990).

B.10 CONTRACT LINE ITEMS AND CONTRACT SUBLINE ITEMS

- a. Offerors shall enter unit prices and amounts for Contract Line Items (CLINs) and Contract Subline Items (SLINs) as indicated in the schedules.
- b. In the event there is a difference between the unit price and the extended total amount, the unit price will be held to be the intended bid and the total of the CLIN, SLIN and Exhibits Line Items (ELINs) will be recomputed accordingly. The CLIN which included this SLIN will also be recomputed to take into account the changes in the contract SLINs or ELINs. If the offeror provides a total amount for a CLIN, SLIN, or ELIN, but fails to enter the unit price, the total amount divided by the CLIN, SLIN or ELIN quantity will be held to be the intended unit price.
- c. The Schedule of Firm Fixed Price Work and the Schedule of Indefinite Quantity Work (See B.9 for description of CLINs) will be used as the basis for deductions in accordance with NFAS 5252.246-9303, "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES", Section E.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

B.11 INDEFINITE QUANTITY INDIVIDUAL CONTRACT LINE ITEM QUANTITIES

Once the estimated quantities for individual line items shown in the Schedule have been ordered, additional quantities may be ordered as long as the overall not-to-exceed (NTE) amount of the contract per year is not exceeded and the Contractor agrees by signing the task order.

B.12 UNIT PRICE ADJUSTMENTS IN OPTION PERIODS

The Contracting Officer will make price adjustments for applicable workers subject to the Service Contract Act in accordance with FAR Clause 52.222-43 Fair Labor Standards Act and Service Act-Price Adjustment (Multiple Year and Option Contracts).

The Contracting Officer will make no adjustment in contract price for applicable workers subject to the Davis-Bacon Act in accordance with FAR Clause 52.222-32 Davis-Bacon Act-Price Adjustment (Actual Method).

B.13 BIDDING UNIT PRICES FOR LABOR

a. A portion of the work included in the scope of this contract cannot be identified in advance in sufficient detail to be as a Unit Price Task in this contract. Labor for this work will be ordered under the "INDEFINITE QUANTITY WORK" clause 52.216-22 in Section C and paid for based on unit prices for labor bid by the Contractor listed in the Schedule of Indefinite Quantity work.

b. Estimated hours in the Schedule are a forecast of future requirements. These estimated hours are for performing "Indefinite Quantity Work" accomplished in the time period shown.

c. The Contractor shall enter, in the unit price bid space, the unit price for performing composite labor. The composite labor price shall include all direct and indirect costs associated with performing an hour of work. The composite labor price should be the Contractor's hourly craft wage adjusted to allow for the bidders work force productivity (i.e., the Contractor's estimate of how its' work force will perform in relation to the Means Facilities Cost Data and/or the Engineered Performance Standards). The Composite Labor Rate shall include all costs for preparation of the cost proposal, job preparation, travel, pre- expended bin materials and supplies, ordering and stockpiling job material, additional material handling, items of equipment necessary to perform work (i.e. bucket truck, lifting equipment, staging, etc.), equipment set up time, lift time, craft delay allowance, profit, tools, equipment, field and home office overhead, clerical support, supervision, inspection, fees, taxes, licenses, bonds, permits, insurance, etc.

B.14 PERIOD OF PERFORMANCE – LESS THAN ONE YEAR

Offers shall be submitted for the performance of work for a period of one year. The contractor is cautioned to recognize that the initial term of the contract may be for a period of less than one year. In the event that the period of performance is less than one year, the Government will reduce the individual line item quantities to reflect work remaining in the contract term and no other adjustments to the pro-rated contract price will be made.

B.15 GOVERNMENT PURCHASE CARD

Indefinite Quantity work may be ordered at the prices offered in one of two ways:
1) by the issuing activity using a DD Form 1155 "Order for Supplies and Services", or

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

2) by an authorized Government user via a Government Purchase Card (GPC).

When receiving GPC orders against Section B, the contractor shall provide the supplies and services at the offered price without additional markup or handling fee.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

B.16 NOTICE TO OFFERORS-

Offerors are required to submit both Section B, Bid Schedule, and Section J, Attachment J-0200000-08 ELINs.xls with their bid.

The total of EACH CLIN is equal to the sum of the ELINs as shown below:

CLIN ELINs Included

1000	A001 - A004
2000	A005 - A006
3000	N/A
4000	N/A
5000	A007
6000	N/A
7000	A008
8000	N/A
9000	B001
1001	C001 - C004
2001	C005 - C006
3001	N/A
4001	N/A
5001	C007
6001	N/A
7001	C008
8001	N/A
9001	D001
1002	E001 - E004
2002	E005 - E006
3002	N/A
4002	N/A
5002	E007
6002	N/A
7002	E008
8002	N/A
9002	F001

B.21 AWARD/SOLICITATION

This award incorporates solicitation N40080-11-R-0467 and all its respective amendments. The solicitation incorporates the Performance Work Statement (PWS) developed by using NAVFAC performance-based specifications. The PWS consists of Annexes 1, 2 and 4. The contractor will be required to meet the specification in those Annexes as if they were set forth in Section C.

B.23 PHASE-IN PERIOD

After official notification of award, the contractor will be provided a phase-in period of 60 days to prepare and start the contract on schedule.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

B.24 BID SCHEDULE

Item No. Supplies/Services Price

1000	FFP – Public Works Department Washington	(b) (4)
2000	FFP – RESERVED	
3000	FFP – RESERVED: PWD South Potomac	
4000	FFP – RESERVED: PWD Pax	
5000	FFP – Public Works Department Annapolis	\$ (b) (4)
6000	FFP – RESERVED: ROICC Quantico	
7000	FFP – Public Works Department Bethesda	\$ (b) (4)
8000	FFP – RESERVED: JBAB	

TOTAL OF FFP CLINs 1000-9000 \$ (b) (4)

*CLIN 9000 INDEFINITE QUANTITY INDEFINITE DELIVERY (IDIQ) \$ (b) (4) *

*ESTIMATED CONTRACT TOTAL (INCLUDING IDIQ) *\$5,136,825.30

Funds for the Indefinite Quantity portion of the contract will be obligated upon issuance of each individual task order.

B. 25 ACRN/CLIN/SLIN AWARD BREAKOUT INFORMATION:

ACRN	CLIN SLIN	CUSTOMER	AWARD AMOUNT	FUNDING DOC #
PUBLIC WORKS DEPARTMENT WASHINGTON				
AA	1000 01	Military Sealift Command (MSC)	\$ (b) (4)	N0003312RCN4029
AB	1000 02	Naval Sea Systems Command (NAVSEA) (BLDG 176)	\$ (b) (4)	N4175612RC50079
AC	1000 03	Naval Sea Systems Command (NAVSEA) (BLDG 104)	\$ (b) (4)	N0002412RX00357
AD	1000 05	Naval Sea Systems Command (NAVSEA) (all other areas)	\$ (b) (4)	N0002412RX00500
AE	1000 06	Naval Sea Systems Command (NAVSEA) (all other areas)	\$ (b) (4)	N0002412RX00521
AF	1000 04	Naval Support Facility (NSF) Carderock & Arlington	\$ (b) (4)	N6103712RC008CD
PWD WASH TOTAL			\$ (b) (4)	
PWD Annapolis				
AG	5000 01	Naval Research Lab (NRL) Chesapeake Beach Detachment (CBD)	\$ (b) (4)	N6114412RC004CD
PWD Bethesda				
AH	7000 01	Walter Reed National Military Medical Center (WRNMMC)	\$ (b) (4)	N3335512RC019CD

BASE YEAR AWARD TOTAL (b) (4) ■

*CLIN 9000 INDEFINITE QUANTITY INDEFINITE DELIVERY (IDIQ) (b) (4) *

*ESTIMATED CONTRACT TOTAL (INCLUDING IDIQ) *\$5,136,825.30

Funds for the Indefinite Quantity portion of the contract will be obligated upon issuance of each individual task order.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ANSWERS TO QUESTIONS 1-12

N40080-11-R-0467

8(a) Regional Security Guard Services Solicitation

Questions and Answers appearing on Amendment 2:

1. We are planning to partner with an 8a company to re-bid solicitation number N40080-11-R-0467 as a sub contractor. That contract requires a Top Secret Facility Clearance to be held by the winning bidder at the time the award is announced. The company we are planning to partner with does not currently have this clearance. In the event that they do not have the clearance in place by the time the award is made, can it still be awarded if the sub contractor holds the clearance.

Answer: The solicitation requires that the Prime contractor hold a security clearance equal to the highest one required by the contract. A Final Top Secret Facility Clearance shall be in place by contract start date. Refer to Attachment C-0200000-2.8.6.

2. Our firm is currently considering presenting a proposal for RFP N4008011R0467. We are 8A certified and is currently licensed in DC, MD, and VA. We currently do not hold a Top Secret Facility Clearance but intend to partner with the incumbent who currently holds this clearance. As the proposed prime would our bid be acceptable if we utilized our subcontractor's clearance while our clearance is pending?

Answer: See the answer to Question 1.

3. My company is putting together a proposal for the RSGS contract at the DC Navy Yard and had a question regarding the solicitation. The question is below: The District of Columbia requires a security company to register with its Security Officers Management Branch and receive a security license before it can bid on any contract in the DC area. This very limiting licensing requirement does not allow a security company to even bid while the security application is being processed by the Security Officers Management Branch; is there a waiver that can be granted by NAVFAC since this is a Federal RFP on Federal installations in DC, Maryland and Virginia?

Answer: No waiver is granted; offerors must have all licensing for each jurisdiction in place by contract start date.

4. In reviewing subject solicitation we have a question in regards to the format. Page 67, paragraph L.2 VOLUMES, a. Volume 1: Technical Proposal states "Submit one (1) original and three (3) copies of the Technical Proposal in 8 1/2 X 11 format, in Times New Roman font size 10." Can the offeror use a larger font size than 10 point? A 10 point font size makes for proposal hard to read. Also, there are no font limits stated for tables and graphs?

Answer: No, the Technical Proposal must be in Times New Roman Font 10 including tables and graphs.

5. Does a Subcontractor need Final Secret Clearance for performing work at sites where officers are required to possess Secret Clearances, or will an Interim Secret suffice, initially, for this requirement?

Answer: Final security clearances must be in place by contract start date.

6. Shouldn't the prime contractor possess a Final Top Secret Facilities Clearance at the time of submittal of proposals, so the client can evaluate the risks/ and minimize risks to the Government? Selecting a firm that

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

does not have the proper clearances in anticipation of receiving the TS facility clearance (which there is no way of telling when it will be finalized), may lead to a situation where the Government must Terminate for Default.

Answer: No, Final Top Secret Clearances must be in place by contract start date.

7. Shouldn't the prime contractor possess all Virginia, Maryland, and Washington, D.C. Security Licenses at the time of proposal submission, for the same reasons of minimizing risk to the Government, and to avoid a Termination of Contract, scenario?

Answer: No, security licenses for each jurisdiction must be in place by contract start date.

8. How many times per day does the roving patrol make a tour of the fencelines at CBD?

Answer: Refer to Attachment J-0401060-02.4, Post Order #2, Items #4 and 6.

9. Is Clearing Barrel at CBD detachment Government Furnished Equipment of Contractor Furnished Equipment? Is any Clearing Barrel, at any locations Government Furnished Equipment (GFE)?

Answer: No, refer to Attachments J-0200000-06, -06.1, -06.2, -06.3, and -06.4 for information on GFE.

10. Can Contractor use Government Transportation (Boat Transport) for IDIQ hours to Tillman Island for guard coverage?

Answer: No, refer to Attachment J-0200000-06.4.

11. What is the response time for Tillman Island?

Answer: Refer to Attachment J-0401060.02.4, Post 4; IDIQ work will be issued on a DD1155 with defined requirements.

12. Attachment J Subclin A008AB lists Bldg 55, Post C2. During the walk-through, it appeared that the Building sited for Security Services was labeled Building 54. Please advise.

Answer: The description for A008AB is correct. Refer to Post Order C2, which reads "The guards shall conduct continuous random but overall comprehensive rounds (via foot patrol) of the entire post areas, to include Building 63 and all adjacent parking areas, elevator lobbies and walkways."

END NOTE: We received additional questions that we are obtaining answers for. They will appear on the next amendment.

ANSWERS TO QUESTIONS 13-65

N40080-11-R-0467

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

8(a) Regional Security Guard Services Solicitation

Questions and Answers appearing on Amendment 03:

13. J0200000 – 06.2 states in item 1 that communications equipment will be provided by the Government. However, under contractor furnished equipment the attachment goes into great detail on the radio equipment that is to be provided by the contractor. Which is correct?

Answer: Attached is the updated Attachment J-0200000-06.2. Radios are Government issued.

14. J0200000 – 06.2 will the weapons provided by the Navy be available for contractor training use?

Answer: This question will be answered on the next Amendment.

15. J0401060-08 – Does the Government have a requested quantity for uniform items (i.e. 3 shirts and 3 trousers per officer)?

Answer: No, per attachment J-0401060-08 it states: Uniforms shall be cared for and maintained in good serviceable condition, provide a clean and pressed appearance, and not have any tears, cuts, stains, and color fading. The contractor decides how many uniforms to provide guards.

16. Are the Technical Specifications listed in the RFP the same as the contract currently in place?

Answer: No, there are differences. Please review all Section C and Section J attachments carefully.

17. Is there a Government weapons storage area for the contractor to utilize at EVERY Site?

Answer: No. Refer to J-0200000-06 and J-0200000-06.1 thru -06.5 Government Furnished Equipment, Services and materials.

18. Is there a Government weapons storage area for the contractor to utilize at the Tilghman Island Site?

Answer: No. The Contractor will be sharing a space with project personnel. The Contractor will need to provide a safe that meets AA&E security requirements.

19. Is there any office space/furnishings in any government locations provided for a PM, Supervisors, other contract staff?

Answer: Refer to J-0200000-06 and J-0200000-06.1 thru -06.5 Government Furnished Equipment, Services and Materials.

20. If so, what “utilities” such as internet, land lines, are provided?

Answer: Utilities: The government will furnish the following services: electricity, fresh water and sewage at existing outlets only. Refer to Attachment J-0200000-06.

21. Is the contractor required to provide safes for weapon storage?

Answer: Refer to Attachment J-0200000-06.

J-0200000-06.1	MSC	Contractor required
J-0200000-06.2	NAVSEA	Government provided
J-0200000-06.3	Arlington/Carderock	Contractor required

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

J-0200000-06.4	NRLCBD	Contractor required
J-0200000-06.5	NNMC	Contractor required

22. The safe at the Chesapeake Beach NRL location was wired into the government alarm system. Is there a specific type of safe required to remain compatible with the alarm system?

Answer: No. The safe will be drilled and tapped.

23. Are there any situations where a guard would be allowed to take their lunch break or eat on post?

Answer: No. Refer to SOP's J-0401060-02 – Contractor is to provide relief so guards can have regular restroom and lunch breaks.

24. Is the current contractor providing lunch and break periods during which the officer is relieved? If so, how long and frequent are the breaks? Without knowing the current policy/practice, all bidders except the incumbent are at a disadvantage as they are forced to price breaks for meals and rest that may not be given/taken.

Answer: This contract will be governed by Department of Labor regulations and the SCA wage determination(s) and union agreement(s) included in this solicitation.

25. Will the Government allow Shift Supervisors to provide break and relief to guards?

Answer: Refer to Attachments J-0401060-02.1, 02.2, 02.3, 02.4, 02.5.

26. Will a break/lunch room and lockers be provided for contractor employee use?

Answer: Refer to the site specific SOPs (J-0401060-02) and site specific Government Furnished Equipment, Material and Services (J-0200000-06).

27. Would the government consider combining the responsibilities of the Safety Officer and the Quality Control Officer in order to realize the cost savings associated with such a change?

Answer: No. Refer to Section C, 0200000, 2.7.1.

28. Is the Project Manager required to have a Secret or Top Secret clearance?

Answer: Refer to Attachment J-0401060-14 - PMs should have clearances required for their site. The overall contract PM should have the highest security clearance required by any of the posts, which is Top Secret.

29. Is the Physical Fitness Program detailed in Attachment J-0401060-07 the same as the PFP which is in place under the current contractor? Have there been any modifications?

Answer: Attachment J-0401060-07 has not changed. In Section C (0401060) 2.13.4, the change is:
From: Contractor shall maintain records and providing a copy to the KO upon request;
To: Contractor shall maintain and provide copies of physical fitness test records to the KO within 30 days of the semiannual physical fitness test.

30. Can a name redacted seniority list be provided in order to compute accurate vacation requirements and to afford all bidders with an equal footing for this pricing element, and preclude overpricing of this element?

Answer: No.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

31. Are there any other sites which will require a vehicle besides the one vehicle listed in the requirements for the NRL CBD location?

Answer: Vehicles will not be provided by the government. NRL CBD requires a 4x4 wheel drive vehicle be provided by the Contractor.

32. When the Site Manager at NRL CBD is not available (Vacation, Sick), can a Supervisor assume duties with a Secret Clearance?

Answer: Yes, for short periods of time.

33. Can the government please provide an estimate for both the quantity and frequency of IDIQ hours for the Post 4 at the Chesapeake Beach NRL?

Answer: Historical Data: Once or twice a year, hours vary, normally 100 to 200 man hours. However, we have had the requirement for about a month in the past.

34. Would the government kindly provide the address for the Tilghman Island Facility?

Answer: The Tilghman Island Facility is approximately 93 driving miles from the the NRL CBD main base.

35. Does the Government and/or the incumbent contractor have evidence that all incumbent guards have successfully completed required training? If not, please indicate the types of training that incumbents must receive during transition to be eligible to perform under the contract resulting from this RFP.

Answer: All new employees must comply with Attachment J-0401060-10 Training Requirements prior to the start of work.

36. Are formal guard mounts required at each location and if so, how long are the guard mounts? Is this time paid by the government?

Answer: Armed guards have formal guard mounts that can vary from 15 to 30 minutes. Please refer to the guard mount language in the post order attachments. Also, Attachments J-0401060-02.1 and 02.3 have been updated to include guard mount language. The contractor must pay their employees all wages due under the Service Contract Act, wage determinations, and union agreements included in this contract.

37. Attachment J-02000000-08, (Exhibit Line Item Numbers) does not include SLIN A005AC and A005AD for the first option period or OY 1 and OY2. These two lines are listed in Attachment J-0401060-14, (Post Manning Requirements Summary), page 4 of 6.

A005AC is "Relief Rover, Carderock, West Bethesda, MD"

A005AD is "Shift Supervisor, West Bethesda, MD"

Should A005AC and A005AD be included on Attachment J-02000000-08, (Exhibit Line Item Numbers) for the first option period and OY1 and OY2?

Answer: Attached are updated ELINs J-02000000-08 reflecting locations A005AC and A005AD.

38. Attachment J-02000000-06.2 NAVSEA SPECIFIC - GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL "Equipment. The Contractor shall provide the following: Communications. The Contractor shall furnish all necessary multi-channel radio transceiver communications equipment, including base station in Bldg 197 and repeater units in all NAVSEA buildings, so that each employee on duty can be contacted by the NAVSEA base station (to be located in Building 197, Room 1152A) and by Shift

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Supervisors at all times. Includes 18 portable hand-held radios, battery charger capable of charging 18 batteries, batteries for radios, extra batteries for radios. The Contractor shall comply with appropriate Federal Regulations to obtain all necessary frequencies and permits for equipment operation. Includes all necessary maintenance and repair. The equipment shall operate within the "Ericsson EDACS Trunk Capable Radio System, programmed to the NDW Public Safety Protocols. The Security Guard Force Communications equipment provided by the Contractor shall be totally compatible with the NDW Public Safety Communications System. "

The above equipment is currently provided by the government and in place, is the above still a requirement?

Answer: See answer to Question 13.

39. From Section C, Spec Item 2.7.1.3, page 17 of 46: "The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract: For contracts greater than \$2M/year or for contracts of high safety risk, the SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past, and have completed the OSHA 30-hour construction safety class or equivalent within the last five years and an average of at least 24 hours of safety training per year for the past five years. The SSHO shall not be the same person as the project manager. " This contract includes six separate locations (sites). Does each site require a separate SSHO (Site Safety & Health Officer)?

Answer: No, the contractor needs to provide an SSHO to oversee the entire contract.

40. Should a narrative be included in the price proposal?

Answer: No. Please review Sections L and M carefully.

41. Attachment J-04011060-10, Training Requirements, page 5 of 6 shows an frequency code of "A" (Annual) for First Aid and CPR Training. Certificates provided by the American Red Cross are valid for two years. Since certification is valid for two years is this training still required to be completed annually?

Answer: The CPR training varies and we require annual certification as listed in Attachment J-04011060-10. If the guard has a certification card that shows that he/she is certified for one or two years then that information should be provided to the KO as referenced in the Section F submittals.

42. Page 67, paragraph L.2 Volumes, a. Volume 1: Technical Proposal states "Submit one (1) original and three (3) copies of the Technical Proposal in 8 ½ X 11 format, in Times New Roman font size 10." Can the offeror use a larger font size than 10 point? A 10 point font size makes for proposal hard to read. Also, there are no font limits stated for tables and graphs?

Answer: See answer to Question 4 in Amendment 02.

43. Page 67, paragraph L.2. Volumes, a. Volume 1: Technical states "In case of Joint Venture or Partnering, the page limit is eighty-five (85) pages total". Are Client Past Performance Questionnaires and resumes for Key Personnel included in the page count?

Answer: No, they are not included in the page count.

44. Page 71, paragraph C. 3. (b) (1) (C) Key Personnel states "Provide job descriptions, names, titles, qualifications, responsibilities, and authority level of key corporate and on-site personnel) e.g. project manager, quality control manager, and site safety/health officer proposed for this contract". Are offerors to include as key personnel Site Managers and Shift Supervisors at each location?

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Answer: Refer to Section C, 0200000, 2.7.1.

45. Reference page 70 – References in the RFP are made to Key Personnel. Has the Government defined specific positions for this contract or is the offeror to identify the positions that it considers to be “Key”? If the Government has identified the Key positions, please identify them.

Answer: Refer to Sections C-0200000-2.7.1, 2.7.1.1, 2.7.1.2, 2.7.1.3, and 2.7.1.4.

46. Reference page 67 of the RFP (L.2.a) -indicates that the Technical Volume not exceed 75 pages. Please confirm that the cover letter, title page(s), Table of Contents/List of Tables, Past Performance Questionnaires, and Compliance Matrix are excluded from this page count. If an offeror includes the completed Past Performance Questions for 5 contracts, the questionnaires will take up 25 of the 75 pages.

Answer: No, they are not included in the page count.

47. Are there other materials that should be excluded from the 75 page limit?

Answer: Review Sections L and M carefully for proposal requirements.

48. If the Offeror submits additional materials as attachments to supplement the stated requirements, may they be included as Attachments? If so, are the attachment pages included against the 75 page limit?

Answer: This question cannot be answered unless the word “Attachments” is specifically defined.

49. Reference page 73 of the RFP (L.3.C.3(b)(3)(i)(A)) and (L.3.C.3(b)(3)(i)(B)) – reference in these sections is made to including Attachment F – Relevant Corporate Experience Questionnaire. Is the table that is included on the bottom of page 73 Attachment F?

Answer: Yes.

50. Reference pages 72 and 73 of the RFP (L.3.C.3(b)(3)(i)(A)) and (L.3.C.3(b)(3)(i)(B)) – (B) allows for the submission of relevant experience of JVs and/or significant subcontractors and/or Key Personnel. Does the use of relevant experience of Key personnel also apply to the prime contractor?

Answer: The description “Offeror” refers to the prime contractor.

51. Reference page 73 of the RFP – the Corporate Experience Questionnaire on page 73 requests the Final Contract Value. If the contract is being performed, what information should the offerors include in its response to the “Final Contract Value” and “Completion Date?”

Answer: Contract value and end of period of performance according to the base contract or last modification.

52. Reference page 70 of the RFP (L.3.C.3(b)(1)(i)(B)) includes the following statement: “Provide diagrams showing the proposed organization and workforce project management plan including overall level of effort identifying direct labor hours by trade assigned to major tasks in the proposed project plan.” In this context, what does the word “trade” mean?

Answer: It refers to labor classifications such as Guard 1, Guard II, etc.

53. Reference page 70 of the RFP – As part of the submission for the Price Proposal, Section L.3.C.3(a) of the RFP indicates that the Offeror should include the completed version of Attachment E – ELIN Price Schedules. It further

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

indicates that “Total price of the basic requirements and all option items (see Section B of the solicitation).” Page 5 of the RFP (B.16 states that “Offerors are required to submit both Section B, Bid Schedule, and Section J, Attachment J-0200000-08 ELINs.xls with their bid.” Please respond to the following questions regarding submission materials in the Price proposal: Should Offerors complete and submit SF 33 as part of the Price Proposal?

Answer: Section A, “OFFER (Must be fully completed by offeror)” of the solicitation must be filled out, all amendments acknowledge, signed by the responsible party and included in the overall proposal package.

54. Should Offerors complete Schedule B.24 in the RFP (pages 7 to 16)?

Answer: Yes, refer to B.16 in Section B.

55. If Offerors are to complete Schedule B.24, will the Government be releasing an Excel spreadsheet to ensure a common structure to this schedule?

Answer: A completed attachment J-0200000-08 must accompany the Bid Schedule.

56. Under section B.9, should offerors only submit a “Lump Sum” price for this item?

Answer: All of the worksheets in Attachment J-0200000-08 must be fully filled out by offerors, and the B.24 Bid Schedule must include the total price for each CLIN.

57. Should Offerors submit their current ORCA Record in their Price Proposal?

Answer: No.

58. Should Offerors complete Section K – Representations and Certifications and include this section in their Price Proposal?

Answer: This question will be answered on the next Amendment.

59. Should Offerors complete SF30 for each Amendment issued and include these completed forms in their Price Proposal?

Answer: See answer to Question 53.

60. Are there any other forms or other information to be included in the Price Proposal?

Answer: See answer to Question 55.

61. Reference page 6 of the RFP (B.18.b) – If offerors submit their bids through the US mail or a commercial courier (such as FedEx, UPS, etc.), should they include “1st Floor Mailroom” as part of the address?

Answer: Yes.

62. What are, if any the proposed Exhibit B, Exhibit D, and Exhibit F proposed IDIQ hours for each labor category? If there are none, should we just include our hourly rate, with no quantity of IDIQ hours?

Answer: These are fixed price unit-priced items that include, but are not limited to, labor, materials, equipment, other direct costs, overhead, etc.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

63. What is the difference in scope of work between the existing contract with Frontier and the one proposed in the solicitation?

Answer: See answer to Question 16.

64. Should there be additional ELINs for the Site Project Manager and Site Shift Supervisors at the PWD North Potomac location, similar to the ELIN structure for the Site Project Manager and Site Shift Supervisors at the PWD Washington location?

Answer: Refer to the attached revised ELINs J-0200000-08.

65. If the answer to the above question is "No", would the government like all offerors to include the cost of the Site Project Manager and Site Shift Supervisors at the PWD North Potomac location as an ODC for the A005, C005, F005 ELINs?

Answer: See answer to Question 64.

ANSWERS TO QUESTION 14 & 66-69

N40080-11-R-0467

8(a) Regional Security Guard Services Solicitation

Questions and Answers appearing on Amendment 04:

14. J0200000 – 06.2 will the weapons provided by the Navy be available for contractor training use?

Answer: No, refer to Attachment J-0200000-06.2, Amd 03.

66. Where is guard-mount/arming performed at the following sites:

a. NNMC (if it is done in the Pass & ID office area, will the location for Guard Mount change when the new Pass & ID office is opened?

Answer: Current guard mounts are held in Bldg. 7 - Operations. Future guard mounts (after August 2011 move) will be held in Bldg. 17. For this solicitation, it will be Bldg. 17.

b. Carderock

Answer: See J-0401060-02.3 Amd 03, which added guard mounts and states Bldg. 30.

67. Is there a guard office location at NSF Arlington? If yes, how far is it from the access control post?

Answer: NSF Arlington is an unarmed post, and they only use the access control post.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

68. Other Navy regions require NACLC (secret eligibility) for security guard investigations. Please confirm that NAC will be the minimum investigation requirement for this contract?

Answer: Refer to Section C-0200000-2.8.7 "Trustworthiness Security."

69. Are security officers at CBD and Carderock permitted to use their POVs after receiving their weapons to travel to post or is the company responsible for providing transportation in company owned vehicles?

Answer: No. See Attachment J-0200000-06.4 Amd 03 for Contractor-owned vehicle requirements.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1000		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	PWD Washington FFP Base Year FFP 10 Months FOB: Destination				
NET AMT					(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	PWD Washington FFP Option Year 1 FFP FOB: Destination				
NET AMT					(b) (4)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	PWD Washington FFP Option Year 2 FFP FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2000			Dollars, U.S.		(b)
	PWD South Potomac FFP Base Period FFP FOB: Destination				

NET AMT

(b)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001			Dollars, U.S.		(b)

OPTION	PWD North Potomac FFP Option Year 1 FFP FOB: Destination
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NET AMT

(b)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002			Dollars, U.S.		\$0.00

OPTION	PWD North Potomac FFP Option Year 2 FFP FOB: Destination
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NET AMT

(b)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3000			Dollars, U.S.		(b)

Placeholder	Placeholder FFP FOB: Destination
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NET AMT

(b)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001			Dollars, U.S.		(b)
OPTION	Placeholder FFP FOB: Destination				
NET AMT					(b)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Dollars, U.S.		(b)
OPTION	Placeholder FFP FOB: Destination				
NET AMT					(b)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4000			Dollars, U.S.		(b)
	Placeholder FFP FOB: Destination				

NET AMT

(b)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001			Dollars, U.S.		(b)
OPTION	Placeholder FFP FOB: Destination				

NET AMT

(b)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002			Dollars, U.S.		(b)
OPTION	Placeholder FFP FOB: Destination				

NET AMT

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5000		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	PWD Annapolis FFP Base Year FFP 10 Months FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	PWD Annapolis FFP Option Year 1 FFP FOB: Destination				

NET AMT

(b) (4)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5002		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	PWD Annapolis FFP Option Year 2 FFP FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
6000			Dollars, U.S.		\$0.00
	Placeholder FFP FOB: Destination				

NET AMT

\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
6001			Dollars, U.S.		\$0.00
OPTION	Placeholder FFP FOB: Destination				

NET AMT

\$0.00

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
6002			Dollars, U.S.		\$0.00
OPTION	Placeholder FFP FOB: Destination				
					<hr/>
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
7000		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	PWD Bethesda FFP Base Year FFP 10 Months FOB: Destination				
					<hr/>
NET AMT					(b) (4)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
7001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	PWD Bethesda FFP Option Year 1 FFP FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
7002		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	PWD Bethesda FFP Option Year 2 FFP FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
8000			Dollars, U.S.		\$0.00
	Placeholder FFP FOB: Destination				

NET AMT

\$0.00

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
8001			Dollars, U.S.		\$0.00
OPTION	Placeholder FFP FOB: Destination				
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
8002			Dollars, U.S.		\$0.00
OPTION	Placeholder FFP FOB: Destination				
NET AMT					\$0.00

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
9000		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	IDIQ Base Year				
	FFP				
	FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
9001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	IDIQ Option Year 1				
	FFP				
	FOB: Destination				

NET AMT

(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
9002		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	IDIQ Option Year 2				
	FFP				
	FOB: Destination				

NET AMT

(b) (4)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

C.1 Annexes 1, 2 and 4

This is a performance-based contract that incorporates performance-based specifications by references as if they were fully set forth herein.

The files for the Performance Work Statement (Section C) are located on the NECO website <https://www.neco.navy.mil/> as part of this solicitation N40080-11-R-0467. The following Annexes are included as part of Section C:

Annex 1, General Information
Annex 2, Management and Administration
Annex 4, Public Safety (0401060 Security Operations)

C.2 Reporting Requirements

A detailed report allocating value of work/quantities performed by Contract Line Items (CLINs)/Sub-Line Items (SLINs) identified in the schedule and any accompanying Exhibits with Exhibit line Items (ELINs) is to be submitted monthly, including all Firm Fixed-Price (FFP) and Indefinite Quantity (IQ) Work items completed. The Contracting Officer shall be notified in writing when 75% of any IQ Line Item (CLIN/SLIN/ELIN) is reached.

UPDATED PWS (SECTION C)

TABLE OF CONTENTS

Spec Item	Title	
		0100000 – General information
1	General Information	
1.1	Outline of Services	
1.2	Project Locations	
1.3	Background Information	
1.4	Verification of Workload and Conditions	
1.5	Climate Patterns	
1.6	Related Information	
1.7	Navy Approach to Service Contracting	
1.7.1	Partnering Philosophy	
1.7.2	Contractor's Knowledge	
1.7.3	Industry Best Practices	
1.8	Standard Template	

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

1.9	Navy PBSA Approach
1.10	Technical Proposal
1.11	Instrument Number
	0200000 – Management and Administration
2	Management and Administration
2.1	Definitions and Acronyms
2.2	General Information
2.2.1	Government Regular Working Hours
2.2.1.1	Observed Federal Holidays
2.2.2	Wage Determinations
2.3	General Requirements
2.3.1	Required Conferences and Meetings
2.3.2	Partnering
2.3.3	Permits and Licenses
2.3.4	Insurance
2.3.4.1	Certificate of Insurance
2.3.4.2	Minimum Insurance Amounts
2.3.5	Protection of Government Property
2.3.6	Navy Marine Corps Internet (NMCI)
2.3.7	Instructions, Directives and References
2.3.8	Invoicing Procedures
2.3.9	Forms
2.4	Government Furnished Property, Materials and Services
2.5	Contractor-Furnished Items
2.5.1	Contractor-Furnished Items, General
2.5.2	Contractor-Furnished Items, Specific
2.6	Management
2.6.1	Work Control
2.6.2	Work Schedule
2.6.3	Quality Management System (QMS)
2.6.3.1	Quality Control Plan (QCP)
2.6.3.2	QC Inspection
2.6.4	Contact Information
2.6.5	Contractor Quality Control/Assessment Reports
2.7	Personnel Requirements
2.7.1	Key Personnel
2.7.1.1	Project Manager (PM)
2.7.1.2	Quality Control Manager (QCM)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.1.4	Other Key Personnel
2.7.2	Employee Requirements
2.7.2.1	Employee Appearance
2.7.2.2	Employee Conduct
2.7.2.3	Removal of Employees
2.7.2.4	Proof of Legal Residency
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Buildings
2.8.5	Access Arrangements
2.8.6	Security Clearances
2.8.7	Trustworthiness Security
2.9	Contractor Safety Program
2.9.1	Accident Prevention Plan (APP)
2.9.2	Activity Hazard Analysis (AHA)
2.9.3	Hazard Specific Safety Plans
2.9.3.1	Drug Abuse Prevention Plan
2.9.3.2	Emergency Response Plan
2.9.4	Accident and Damage Reporting
2.9.4.1	Accident Reporting Notification
2.9.5	Fire Protection
2.10	Environmental Protection
2.10.1	Disposal
2.10.1.1	Non-Hazardous Waste
2.10.1.2	Hazardous Waste
2.10.2	Spill Prevention, Containment and Clean-up
2.10.3	Hazardous Material Management
2.10.4	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.5	Noise Control
2.10.6	Asbestos Containing Material (ACM)
2.11	Disaster Preparedness
2.12	Energy Management
2.13	Notification to the Government for Work above the FFP Limitations
2.14	FFP Exhibit Line Item Numbers (ELINs)
2.15	IDIQ Work

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

- 2.15.1 Unit Priced Task Work (Non Negotiated)
- 2.15.1.1 Acceptance and Performance
- 2.15.1.2 Invoicing and Receiving Payment
- 2.15.2 Unit Priced Labor Work (Negotiated)
- 2.15.2.1 IDIQ Preparation of Proposals
- 2.15.2.1.1 Labor Requirements
- 2.15.2.2 Issuance of Final Task Order
- 2.15.3 IDIQ ELINS

0401060 – Security Operations

- 1 General Information
- 2 Management and Administration
- 2.1 Definitions and Acronyms
- 2.2 Cost Account Code (CAC) Reporting
- 2.3 Authority
- 2.4 Communications Equipment
- 2.5 Security Vehicles
- 2.6 Government Security Force and Law Enforcement Agency Interface
- 2.7 Jurisdiction
- 2.7.1 Exclusive Jurisdiction
- 2.7.2 Concurrent Jurisdiction
- 2.7.3 Partial Jurisdiction
- 2.7.4 Proprietary Interest Area
- 2.8 Use of Deadly Force
- 2.9 Disclosure
- 2.10 Inspections and Searches
- 2.11 General Orders of a Sentry
- 2.12 Standards of Conduct
- 2.13 Personnel Requirements
- 2.13.1 Employment Suitability and Qualifications
- 2.13.2 Psychological Testing Requirements
- 2.13.3 Pre-Employment Medical Examinations
- 2.13.4 Physical Fitness Program
- 2.13.5 Uniform
- 2.13.6 Grooming Standards
- 2.13.7 Security Clearance Requirements
- 2.13.8 Random Drug Screening Program
- 2.13.9 Training Requirements
- 2.14 Firearms Licensing and Permits

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

2.15	Safety Requirements
2.16	Weapons
2.17	Records and Reports
3	FFP Work
3.1	Entry Control Point Services
3.1.1	Identification Checks
3.1.2	Commercial Vehicle Inspection
3.1.3	Emergency ECP Closure
3.2	Roving Guard Services
3.2.1	Perimeter Patrol
3.2.2	Interior Patrol
3.2.2.1	Building Checks
3.2.2.2	Escort and Courier Services
3.2.2.3	Crowd Control
3.2.3	Off-Base Patrol
3.2.4	Mobile Vehicle Inspections
3.3	Pass and ID Office Services
3.3.1	Identification Card Issue
3.3.2	Temporary Vehicle Passes
3.4	Dispatching Services
3.4.1	Alarm and Detection Systems Monitoring
3.4.2	Video Surveillance Equipment Monitoring
3.4.3	Communications Monitoring
3.4.3.1	Telephone Communications
3.4.3.2	Radio Communications
3.4.4	Notification
3.4.5	Records Checks
3.5	Training Services
4	IDIQ Work

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1		General Information
1.1	Outline of Services	<p>Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) for the Naval District Washington Region. Services shall be performed at various Government Facilities in Maryland, Virginia and Washington DC within a 100 mile radius of the Washington Navy Yard by means of a combination firm-fixed price (FFP) and indefinite delivery-indefinite quantity (IDIQ). The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements.</p> <p>Annex 1 General Information Annex 2 Management and Administration Annex 3 Command and Staff N/A Annex 4 Public Safety 0401060 Security Operations Annex 5 Air Operations N/A Annex 6 Port Operations N/A Annex 7 Ordnance N/A Annex 8 Range Operations N/A Annex 9 Health Care Support N/A Annex 10 Supply N/A Annex 11 Personnel Support N/A Annex 12 Morale, Welfare and Recreation Support N/A Annex 13 Galley N/A Annex 14 Housing N/A</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
		Annex 15 Facilities Support N/A Annex 16 Utilities N/A Annex 17 Base Support Vehicles and Equipment N/A Annex 18 Environmental N/A
1.2	Project Location	<p>The work shall be performed at various locations and could vary from location to location. The following is an example of the dispersion of work at the various locations.</p> <ul style="list-style-type: none"> • Military Sealift Command Facilities, Washington Navy Yard, DC • Naval Sea Systems Command Facility, Bldg. 176, Washington Navy Yard, DC • Naval Sea Systems Command Facility, Bldg. 104, Washington Navy Yard, DC • Naval Sea Systems Command Facility, Bldgs. 197, 201 and Naval Medical Clinic, Washington Navy Yard, DC • Naval Surface Warfare Center Carderock, West Bethesda, MD • Naval Support Facility, Arlington, VA • Naval Research Laboratory, Chesapeake Bay Detachment, Chesapeake Beach, MD • National Naval Medical Center (NNMC), Bethesda, MD

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1.3	Background Information	With the nation's capital at its heart, the Naval District Washington Region encompasses over 4,000 square miles, including the District of Columbia; the Maryland counties of Anne Arundel, Calvert, Charles, Frederick, Montgomery, Prince George's and St. Mary's; and Northern Virginia counties of Loudoun, Fauquier, Fairfax, Prince William, Stafford, King George, Westmoreland and Arlington, and the cities within their outer boundaries. Naval District Washington is responsible for efficiently delivering common operating support services to over 120 mission commands located within the Region. Naval District Washington is the regional provider of common operating support to twenty Naval installations within a one hundred mile radius of the Pentagon. Services provided include public affairs, public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety and morale, welfare and recreation. The region's installations comprise over 26,000 acres, with a \$19B plant account and over 71,000 civilian and military personnel. In addition to the Washington Navy Yard, Naval District Washington includes: NRL Chesapeake Beach Detachment; NSA Arlington; NSA Carderock, National Naval Medical Center, Bethesda.
1.4	Verification of Workload and Conditions	Throughout the PWS, the workload data is generally referred to as being located in Section J. Section J provides data such as maps, floor plans, and tables to represent the type, quantity and location of services to be provided. However, Offerors are encouraged to visit the project site during the site to assess the nature of work and conditions under which work is to be performed.
1.5	Climate Patterns	Washington's weather is seasonal subtropical with some variations between summer and winter, although it is moderated by its proximity to the coast, making its climate more moderate than cities at a similar latitude further

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
		inland. Summer tends to be very hot and humid with daily high temperatures in July and August averaging in the high 80s° to low 90s°F (about 30°C). Spring and fall are mild with high temperatures in April and October averaging in the high 60s°F (about 20°C). Winter can bring cold temperatures and, on some occasions, significant snowfall. While hurricanes (or the remnants of them) occasionally track through the area, they have often weakened by the time they reach Washington. The average annual snowfall is 17 inches (430 mm) and the average high temperature in January is 43°F (6°C); the average low for January is 24°F (–4°C). The highest recorded temperature was 106°F (41°C) on July 20, 1930 and August 6, 1918 and the lowest recorded temperature was –15°F (–26°C) on February 11, 1899.
1.6	Related Information	<p>There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows:</p> <p>Informational Notes as used throughout this PWS provides additional information to Offerors to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked “Informational Notes” throughout Annexes 1 through 18 is subject to this disclaimer. Offerors may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractual requirement on either party to this contract.</p> <p>Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone.</p> <p>Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard.</p> <p>Requirement Information further describes client requirements associated</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
		with each Performance Objective.
1.7	Navy Approach to Service Contracting	The Department of Navy (DoN) spends over \$1 billion in annual obligations to meet global requirements for facility operations and maintenance provided through Facility Support Contracts (FSC) and additional billions to provide other base operations support services (OBOS). The Head of the Contracting Activity (HCA) of the Naval Facilities Engineering Command (NAVFAC) has focused increased attention on re-engineering FSC contracts in response to customer and industry feedback, budget constraints, and the impact of a variety of contracting, program management and financial management regulations. The Navy also supports the following principles:
1.7.1	Partnering Philosophy	The first principle is that the Navy views its contractors as partners and not just abstract service providers. The Navy wants its contractors to succeed because partners' success drives the Navy's successful mission completion. Within the bounds of acquisition policy the Navy intends to work to find solutions that will be beneficial to both the Government and its partners.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1.7.2	Contractor's Knowledge	The second principle is that the Navy will receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.7.3	Industry Best Practices	The third principle is that the Navy will adopt industry best commercial practices and maintain state-of-the-art service delivery. It is the Navy's and contractor's responsibility as partners to reach this goal. To that end, the Navy's emphasis will be in evaluating performance objectives (end results).
1.8	Standard Template	Key to implementing a programmatic approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. This contract conforms to the standard template and has been tailored for this solicitation. NAVFAC intends to use this template-based approach for future service contracts. Offerors should develop an understanding of the template as part of performing due diligence in reaching an understanding of the Navy's requirements and expectations. The standard template contains 18 standard annexes. Annex 1 will always contain information that is relevant to the entire scope of the contract. Annex 2 contains on-site project management and administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 contain the technical information and requirements peculiar to that technical annex. Within each technical annex, the organization of information and requirements are also standardized. Specification item 1

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
		will always contain General Information. Specification item 2 will always contain the management and administrative requirements. Specification item 3 will always contain the Firm Fixed-Price (FFP) requirements. Specification item 4 will always contain the Indefinite Delivery-Indefinite Quantity (IDIQ) requirements. All costs associated with Annexes 1 and 2 and Specification items 1 and 2 must be priced and distributed within Specification Item 3 of Annexes 3 through 18 as applicable.
1.9	Navy PBSC Approach	The Navy's approach to performance-based service contracting (PBSC) includes four component parts which are: 1) Performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.10	Technical Proposal Certification	The contractor warrants that its proposal incorporated herein by reference including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives set forth in this contract during execution thereof. The contractor is not excused from meeting such performance objectives in the event such proposal proves inadequate as conceived or executed to meet such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable Additional (and/or alternative) means or methods of meeting the performance objective.
1.11	Instrument Number	The ninth position instrument type indicator of 'R' in the solicitation number will change to a 'D' upon award of the contract as part of the contract number. All references contained herein (headers, footers, etc) will be read as appropriate.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	See Attachment J-0200000-01.
2.2		General Information
2.2.1	Government Working Hours	The Government's regular working hours are from 0630-1630, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes requires Contractor's continuous operations during outside normal working hours, during specified ours and 24 hours a day, every day of the year including weekends and holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior KO approval.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.2	Wage Determinations	All work is subject to the Service Contract Act. Refer to Section J, Attachment J-0200000-02 for wage determinations.
2.3		General Administrative Requirements
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. The Contractor shall attend Pre-Performance conference, Partnering, and other meetings as indicated in this contract.
2.3.2	Partnering	See Attachment J-0200000-04 for NAVFAC Partnering Policy.
2.3.3	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable federal, state and local laws and regulations. Provide evidence of such permits and licenses to the KO before work commences and at other times as requested by the KO.
2.3.4	Insurance	Within 15 days after award of this contract, the Contractor shall furnish the KO a certificate of insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-05, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.3.4.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.4.2	Minimum Insurance Amounts	<p>The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage:</p> <p>Comprehensive General Liability: \$500,000 per occurrence</p> <p>Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage</p> <p>Workmen's Compensation: As required by Federal and State worker's compensation and occupational disease statutes</p> <p>Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers</p> <p>Other: As required by State or District of Columbia Law (whichever is applicable)</p>
2.3.5	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.6	Navy Marine Corps Intranet (NMCI)	Additional information about NMCI may be obtained at http://www.eds.com/nmci .
2.3.7	Instructions, Directives, and References	Applicable Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, and references are listed in Attachment J-0401060-13.
2.3.8	Invoicing Procedures	Invoicing procedures are identified in J-0200000-04.
2.3.9	Forms	Form Originals will be provided by the Government (either hardcopy or computer based for contractor's local reproduction and use (examples include accident reporting, and damage reporting, etc.)
2.4	Government-Furnished Property, Materials and Services	In accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials, and equipment for use in connection with this contract. Refer to Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL).

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.5	Contractor-Furnished Items	Except for items specifically identified as Government Furnished in Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES, and MATERIAL), the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. Fifteen days after contract award, Contractor shall furnish document submittals concerning vehicles, communications, weapons, uniforms and related accessories and all other equipment and materials proposed to use in connection with the performance of this contract. Submittals may consist of: manufacturer's product specifications and descriptive data sheets, product photographs, brochures, catalog cut sheets and/or actual samples of the items intended for use. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and PCB's shall not be brought on site. The KO may at any time require samples, Material Safety Data Sheets (MSDS), and manufacturer's data cut sheets of materials used in this contract.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.5.1	Contractor- Furnished Items, General	<p>The Contractor shall provide the following for all work, employees and sites:</p> <ol style="list-style-type: none"> 1. Training Equipment, Aids, Course Materials, and all other training related Materials and Supplies the Contractor shall provide all training materials. Examples include, but are not limited to, the following: <ul style="list-style-type: none"> • Training Plans • Course Curricula and Lesson outlines and plans • Student's materials • Class Handouts • Homework and testing materials • Instructors and Students Materials and references • Administrative Items • Weapons and ammunition • Firing Targets • All other training services 2. Uniforms. Contractor shall provide all required uniform items including accessories and security equipment listed in Attachment J-0401060-08. Laundry, cleaning, pressing, maintenance and repair costs of employees' uniforms and uniform equipment shall be the contractor's responsibility and paid for as provided in the applicable Department of Labor Service Contract Act Wage Determination(s) or Collective Bargaining Agreement(s). 3. Materials and Supplies. Except where specifically stated elsewhere as Government provided, the Contractor shall provide all materials and supplies, including vehicle fuel and oil, required to perform the contract. Examples include, but are not limited to the following: <ul style="list-style-type: none"> • Official Log Books • Black or Blue pens, pencils, sharpeners, staplers, etc. • Any and all necessary forms, permits, passes and badges. • Blank Video Cassettes • Office equipment and supplies (e.g., fax machine, computer, copier, typewriter, ink, paper, etc.). 4. Telephone Service. The Contractor shall provide any telephones or telephone services needed to perform the contract, beyond that provided by the government for local official use only purposes.
2.5.2	Contractor-Furnished Items, Site Specific	Listed and described in Attachments J-0200000-06.1 through J-0200000-06.5 are additional, site-specific requirements that the Contractor must provide.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide staff with the necessary management expertise, to assure performance objectives, and standards are met.
2.6.1	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the KO. A written status report of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following workday for inquiries after regular working hours.
2.6.2	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance copies of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.
2.6.3	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QC program in accordance with the provisions specified herein. The Contractor's QC System (aka QMS or QC Program/Plan) shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. Contractor shall provide copies of its QMS/QC Program to the KO 15 days after contract award, for approval. The Contractor's QC program shall address: <div style="margin-left: 40px;">Accurate documentation of work processes, procedures, and output measures.</div> <div style="margin-left: 40px;">A systematic procedure for assessing compliance with performance objectives and standards.</div> <div style="margin-left: 40px;">Accurate documentation of quality inspections conducted throughout the execution of work.</div>
2.6.3.1	Quality Control Plan (QCP)	Within 15 calendar days after award of the contract, the Contractor shall submit to the KO a QCP. The QCP shall describe the QMS methodology and approaches used under this contract. Within seven calendar days of any change during period of performance, submit to the KO a revised QCP for acceptance. Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.6.3.2	QC Inspection	The Contractor shall establish and maintain an inspection system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. Contractor QC shall perform not less than 20% inspections for each site per month. Contractor shall submit results to the government PAR within 24 hours of inspection. The Contractor shall maintain a file of all scheduled and performed QC inspections, inspection results, and dates and details of corrective and preventive actions. The file shall be the property of the Government and made available during the Government's regular working hours. The file shall be turned over to the KO within five calendar days of completion/termination of the contract.
2.6.4	Contact Information	Contractor shall provide and maintain at all times a Washington DC Area local (toll-free) telephone voice number and a telephone facsimile number which the Government can use to contact the Contractor during and/or after normal working hours, to initiate work and to conduct contractual business. Use of answering machines and beepers is not acceptable. Provide this information 24 Hours after contract award and at any changes thereafter.
2.6.5	Contractor Quality Control/Assessment Reports	The Contractor shall submit a copy of the Contractor Quality Control/Assessment Report to the KO monthly for the quality control events performed and assessment-driven corrective actions and process adjustments during the previous week. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	<p>Within 15 calendar days after award of the contract, for other than qualification requirements required to be submitted with the offer, the Contractor shall submit to the KO a List of Key Personnel and Their Qualifications and any additional information requested by the KO to certify their qualifications. The PM, QCM, and SSHO need to be separate personnel.</p> <p>Within 15 calendar days after award of the contract, the Contractor shall submit to the KO an Organizational Chart showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, QCM, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.7.1.1	Project Manager (PM)	The PM must have relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity. The PM or alternate shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site during the Government's regular working hours and shall be available on-site within one hour after the Government's regular working hours, if contacted and requested to be on-site.
2.7.1.2	Quality Control Manager (QCM)	The Contractor shall provide a QCM who shall have full authority and responsibility for assuring performance objectives and standards identified in this contract are met.
2.7.1.3	Site Safety and Health Officer (SSHO)	The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract: For contracts greater than \$2M/year or for contracts of high safety risk, the SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past, and have completed the OSHA 30-hour construction safety class or equivalent within the last five years and an average of at least 24 hours of safety training per year for the past five years. The SSHO shall not be the same person as the project manager.
2.7.1.4	Other Key Personnel	Other Key Personnel include: NAVSEA Site Manager and Shift Supervisors, and NRL CBD Site Manager and Shift Supervisors. Refer to Attachment J-0401060-05 for employment suitability criteria for these personnel.
2.7.2	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can read and understand printed regulations, detailed written orders, operating procedures, training instructions and materials. They should also understand and comply with installation emergency procedures. Refer to Attachment J-0401060-05 for employment suitability criteria. Provide "Certifications of Employees Training" submittals as detailed in Section F.
2.7.2.1	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/ subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.7.2.2	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.3	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.4	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory proof of citizenship is furnished, or, if an alien, legal residency within the United States is confirmed. Provide certifications of citizenship to the KO before the start of work and before assignment of any new employees. Maintain records of same.
2.8	Security Requirements	The Contractor shall comply with all federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained. Provide proof of facility and employee clearances to the KO before the start of work and before assignment of any new employees. Maintain records of same.
2.8.1	Employee Listing	The Contractor shall maintain and provide upon request a current listing of employees. The list shall contain employee's name, social security number, and level of security clearance, sites/posts normally assigned.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Codes. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.8.3	Passes and Badges	<p>The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, (including the RAPIDGate Program) or as requested by the KO when required to enter a Government site. Refer to Section J-0200000-09 for information on the RAPIDGate Program.</p> <p>Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, contractors, suppliers, and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting vendors may obtain daily passes directly from the individual Navy Installations by submitting identification credentials for verification and undergoing a criminal screening/ background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at the vendor's own cost through a designated independent contractor NCACS service provider. Credentials will be issued every five years and access privileges will be reviewed/renewed on an annual basis. Any costs associated with the RAPIDGate program should be included as a cost in the contractor's proposal and will not be entertained as a separate REA after contract award. Further information regarding NCACS can be found under "Popular Links" at http://cnic.navy.mil/CNIC_HQ_Site/index.htm.</p>
2.8.4	Access to Buildings	<p>The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each workday or shift period, or as specified in Post Orders.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.8.5	Access Arrangements	The Contractor shall make all arrangements necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6	Security Clearances	Employee Security Clearance requirements are specified in J-0401060-02 Post Orders and SOPs, and are summarized in J-0401060-14. Contractor Facility Clearance requirements are as indicated in DD Form 254 (DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION) in J-0200000-05. The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.8.7	Trustworthiness Security	<p>Reference is hereby made to Navy awarded contracts requiring Contractor access to sensitive unclassified information. Although these contracts are not classified and Contractor employees are not required to have a security clearance, the Department of the Navy (DoN) has determined that all DoN information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel must undergo a National Agency Check to verify their trustworthiness. Also, the Government will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the Contractor employees. The following addresses those requirements for Trustworthiness Security.</p> <ol style="list-style-type: none"> Each Contractor employee must have a favorably completed National Agency Check (NAC). If Contractor personnel currently have a favorably adjudicated NAC the Contractor shall notify the Security Manager of the Government command they will visit who will validate this in the Joint Personnel Adjudication System (JPAS). The request shall be renewed annually or for the duration of the contract if less than one year. If no previous investigation exists the Contractor personnel shall complete the requirement for a Trustworthiness NAC. <p>Investigations for public trust positions, to include IT-II (Limited Privileged) and IT-III (Non-Privileged) positions that access unclassified sensitive information when clearance eligibility is not required, will be submitted to the Office of Personnel Management (OPM) utilizing the SF-85P (code 08B for IT-II and code 02B for IT-III) and will include the SF-87 Fingerprint Card or electronic fingerprint transmission. The Government Security Manager will process the Trustworthiness NAC. The contract employee shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements and applicant fingerprint card (FD87). The responsibility for providing the fingerprint card rests with the Contractor. The Security Manager will review the form for completeness, accuracy and suitability issues and will forward the completed SF85P along with attachments to OPM. The Department of Navy Central Adjudication Facility (DoN CAF) will perform adjudicating contractor investigations for public trust positions. Contractor fitness determinations made by the DoN CAF will be maintained in the Joint Personnel Adjudication System (JPAS). Favorable fitness determinations will support public trust positions only and not national security eligibility. If no issues are discovered, according to respective guidelines a "Favorable Determination" will be populated in JPAS and will be reciprocal within DoN. If issues are discovered, the DoN CAF will place a "No Determination Made" in the JPAS and forward the investigation to the submitting office for Government command's final determination.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1 and Public Law 91-596, Occupational Safety and Health Act.
2.9.1	Accident Prevention Plan (APP)	<p>To ensure that the Contractor has a well organized and thorough Safety Program, the Contractor shall prepare an Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the format and cover all topics as delineated in Appendix A of EM-385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and Situation Specific Safety Plans that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract.</p> <p>The Contractor shall submit an APP to the KO within 15 days following award for acceptance. The Contractor shall review, update, and submit the revised APP to the KO annually and within 15 calendar days whenever a change in work conditions, hazards, or activities occur.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all common recurring work activities performed under this contract. AHAs shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. Specifically: For FFP contract modifications where changes are germane to the original contract, the Contractor shall revise applicable AHAs and submit to the KO within 15 calendar days after modification is signed.</p> <ul style="list-style-type: none"> For combination FFP/IDIQ contracts, the Contractor shall submit an AHA on task orders, with the associated proposal, whenever the service environment or required task is different from the firm-fixed-priced services. <p>AHAs shall follow format of Figure 1-1 of EM-385-1-1 and shall explain the following as detailed in the EM-385-1-1:</p> <ul style="list-style-type: none"> The steps of the service process; Identify potential hazards that exist as a result of the Contractor's service process within the environment; Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment; Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment; Inspection requirements to assure service activity is safe; and Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment. <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p>
2.9.3	Hazard Specific Safety Plans	<p>The Contractor shall develop and implement hazard specific safety plans, as listed below, as necessary for the situation or types of work to be performed under this contract. These Hazard Specific Safety Plans shall be submitted with the APP and shall be updated as situations change. Additional hazard specific safety plans developed as applicable when new types of work are required under this contract.</p>
2.9.3.1	Drug Abuse Prevention Plan	<p>The Contractor shall develop a plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.3.2	Emergency Response Plan	The Contractor shall develop an emergency response plan to ensure safe evacuation of people during emergencies, before the hazard or natural disaster is imminent, and to minimize the consequences of accidents during evacuations. See Section 01E of EM 385-1-1.
2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the KO of all damages, accidents, mishaps, and near misses that occur on or related to Government property immediately.</p> <p>For recordable injuries and illnesses, property damage accidents resulting in at least \$2,000 in damages, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident.</p> <p>(a) For recordable injuries and illnesses and property damage accidents resulting in at least \$2,000 in damages complete the Navy Contractor Significant Incident Report (CSIR) form and provide the report to the KO within 1 calendar day of the accident. The KO will provide a blank copy of any required or special forms.</p> <p>(1) Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ul style="list-style-type: none"> (i) Death, regardless of the time between the injury and death, or the length of the illness; (ii) Days away from work (any time lost after day of injury/illness onset); (iii) Restricted work; (iv) Transfer to another job; (v) Medical treatment beyond first aid; (vi) Loss of consciousness; or (vii) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. <p>Comply with current 29CFR1904 for OSHA/HIOSH record keeping and reporting requirements.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.9.4.1	Accident Reporting Notification	<p>The Contractor shall report all accidents, mishaps, and near misses to the KO in a timely manner as described below: An Initial Accident Reporting Notification Report shall be developed by the Contractor and provided to the KO immediately after that an accident, or near miss, has occurred. The Contractor may not have all the facts and information regarding the actual incident or near miss at the time of the initial report. However, it is the Government's desire to receive notification of all mishap situations as early as possible.</p> <p>The Contractor shall develop a Follow-on Accident Reporting Notification Report and shall provide a copy to the KO close of business the day of the accident, or if the accident occurs after hours, at start of business the following morning. Follow-on reports shall be required daily until the Contractor can send a final, conclusive report of the nature, cause, and outcome of the accident.</p> <p>The Contractor shall provide a Final Accident Reporting Notification Report of the accident to the KO within <u>48</u> hours after completing the investigation of the accident.</p>
2.9.5	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.10	Environmental Protection	The Contractor shall comply with all applicable federal, state, and local laws, and with the regulations and standards listed in applicable documents listed in Attachment J-0401060-13 (REFERENCES, INSTRUCTIONS, and DIRECTIVES). All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine and other costs. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.
2.10.1	Disposal	
2.10.1.1	Non-Hazardous Waste	The Contractor shall dispose of debris and rubbish resulting from the work under this contract in the trash and refuse containers provided throughout the facilities and on the installations, after determined to be non-usable and non-recyclable. Deposit recyclable materials in the containers provided throughout the facilities.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.10.1.2	Hazardous Waste	The Contractor shall dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable federal, state and local laws and regulations. No onsite installation disposal of hazardous waste is allowed by the Contractor or Subcontractor.
2.10.2	Spill Prevention, Containment, and Clean-up	The Contractor shall report all oil, fuel and chemical spills on Government property in a manner that complies with applicable federal, state, and local laws and regulations or otherwise stated herein, and the installation spill control plan. Contractor may be liable for spill clean-up costs (at no cost to the Government) caused by his negligence.
2.10.3	Hazardous Material Management	The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA. Contractor shall maintain MSDS on all hazardous materials he stores and uses at Contract Performance locations.
2.10.4	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.5	Noise Control	The Contractor shall comply with all applicable federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.6	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written notification within 24 hours in the event of accidental or intentional disturbance.
2.11	Disaster Preparedness	The Contractor shall comply with the activity's Contingency Instructions. Refer to Attachment J-0401060-13 (specifically NAVSUPACTWASHINST 3440.16, Disaster Preparedness Plan). The Contractor shall prepare the installation before, and perform damage evaluation and emergency recovery after, natural disasters and other emergencies as directed by the KO.
2.12	Energy Management	The Contractor shall comply with the activity's energy conservation program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.13	Notification to the Government for Work Above the FFP Limitations	Notification to the Government for Work Above the FFP Limitations. The Contractor is fully responsible for work up to the firm-fixed price limits. When work is expected to exceed the FFP limits, the Contractor shall notify the KO of identification for further direction. The Government may issue a task order in accordance with the IDIQ portion of the contract detailed below.
2.14	FFP Exhibit Line Item Numbers (ELINs)	FFP ELINS are provided in J-200000-08
2.15	IDIQ Work	IDIQ work is identified in each applicable annex or sub-annex. IDIQ work may consist of Unit Priced Tasks (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all IDIQ task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. IDIQ work will consist of Unit Priced Labor Work which may be ordered by the Government as separate items from the Schedule of Indefinite Quantity Work (Bid Schedule) in Section B on an as needed basis.
2.15.1	Unit Priced Task Work (Non-Negotiated)	A Unit Priced Task (UPT) is defined as an IDIQ work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented or owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The FFP for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.15.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform IDIQ work via an electronic medium with Clients utilizing their Government Purchase Card.
2.15.1.2	Invoicing and Receiving Payment	The Contractor shall possess the capability to invoice and receive payment for IDIQ work via an electronic medium with Clients utilizing their Government Purchase Card. No partial or advance payments are provided.
2.15.2	Unit Priced Labor Work (Negotiated)	The Contractor shall perform all Unit Priced Labor (UPL) work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as IDIQ work that utilizes negotiated labor hours and materials to accomplish a task not required by the fixed-price portion of the contract. UPL includes separately priced labor, materials, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes a FFP task order.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 - Management and Administration		
Spec Item	Title	Description
2.15.2.1	IDIQ Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit an IDIQ Proposal to the KO within two working days for each potential task order which includes: 1) A complete list of all tasks necessary to perform the required scope of work, 2) The number of hours set forth to perform each task and 3) The projected quantity and costs of materials to perform the required scope of work.
2.15.2.1.1	Labor Requirements	Current R. S. Means or similar estimating sources shall be used for determining the number of labor hours required to complete the scope of work. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the labor hour unit price from the Schedule of Indefinite Quantity Work.
2.15.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.15.3	IDIQ ELINS	IDIQ ELINs are provided in J-0200000-08 ELIN Exhibits.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		
Spec Item	Title	Description
1	General Information	<p>The Contractor shall provide labor, management, supervision, tools, material, and equipment required to perform Security Operations services at the following locations:</p> <p>Naval Support Activity, Washington:</p> <ul style="list-style-type: none"> • Military Sealift Command (MSC) Washington Navy Yard (WNY), Washington, DC • Naval Sea Systems Command (NAVSEA), (WNY) Washington, DC <p>Naval Support Activity Washington – Naval Observatory (NOB) Formerly North Potomac</p> <ul style="list-style-type: none"> • Naval Support Facility Carderock, West Bethesda, MD • Naval Support Facility, Arlington, VA <p>Naval Support Activity Annapolis</p> <ul style="list-style-type: none"> • Naval Research Laboratory, Chesapeake Bay Detachment (CBD), Chesapeake Beach, MD <p>Naval Support Activity Bethesda</p> <ul style="list-style-type: none"> • National Naval Medical Center (NNMC), Bethesda, MD
2	Management and Administration	
2.1	Definitions and Acronyms	See Attachment J-0200000-01
2.2	Cost Account Code (CAC) Reporting	No Navy Cost Account Code Reporting is required.
2.3	Authority	The Contractor's right and power to compel or demand obedience when enforcing rules, and regulations is delegated by the installation Commanding Officer via post orders and SOP. The Contractor has no arrest or law enforcement authority. The Contractor's authority is limited to detainment of personnel suspected of violating laws, rules, or regulations. While on duty, Contractor personnel invoking the right to make a citizen's arrest as defined by laws of the District of Columbia, and/or States of Maryland, and Virginia, is out of the scope of this contract.
2.4	Communications Equipment	<p>For the NAVSEA Client/Site, the Contractor shall use Government-furnished communications equipment operating on specified frequencies for performance of security operations. GFE is identified in Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES, AND MATERIAL).</p> <p>For all other Clients/Sites, the Contractor shall furnish all communications equipment. Equipment provided by the Contractor shall be able to communicate with interacting enforcement groups, e.g., military police and local Government police. Communication frequencies shall be safeguarded by the Contractor and used only in the performance of security operations.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		
Spec Item	Title	Description
2.5	Security Vehicles	The Contractor shall provide security vehicles for the performance of security operations. Vehicles shall be capable of operation on all terrain in assigned patrol areas. Contractor security vehicles shall be marked and equipped in accordance with state and local requirements. Absent of specific state or local guidance, vehicles shall be identifiable as a security vehicle, clearly marked on both sides in block letters at least four inches in height and equipped with adequate signal lights. The operation of security vehicles shall conform to installation, state, and local traffic laws. <u>See J-0200000-06.4 for site specific requirements</u>
2.6	Government Security Force and Law Enforcement Agency Interface	The Contractor shall interface with other Government Security Force personnel, consisting of military, civilian, or a combination thereof, and may be required to interface with Federal, state, and local law enforcement agencies. Other Government Security Force personnel perform a broad range of services, including law enforcement, Explosive Ordnance Disposal, and handling of Military Working Dogs (MWDs). Federal, state, and local law enforcement agencies may include: NDW Security; Tenant/Client Command Security Officers; Naval Criminal Investigative Service; FBI; District of Columbia; State of Maryland; Commonwealth of Virginia; and local county and city law enforcement agencies.
2.7	Jurisdiction	The Commanding Officer of an installation has defined Federal jurisdiction limitations. These limits refer to geographic areas in which law enforcement, investigative agency, court, or security force may exercise its authority. Jurisdiction limits and corresponding law enforcement agencies are identified for each geographic area as shown in Attachment J-0401060-03. Maps are provided in Attachment J-0401060-03.1. There are four types of jurisdiction as follows:
2.7.1	Exclusive Jurisdiction	Exists when the Government possesses, by whatever method acquired, all of the authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the Government, except the right to service civil or criminal processes in the area. State laws are enforced on the base only under the Assimilative Crimes Act 18USC13.
2.7.2	Concurrent Jurisdiction	Exists when, in granting to the Government authority, which would otherwise amount to exclusive jurisdiction over an area, the State reserves to itself the right to exercise, concurrently with the United States, all of the same authority.
2.7.3	Partial Jurisdiction	Exists when the Government has been granted authority over an area in the State, but where the State has reserved to itself the right to exercise by itself or concurrently with the Government other authority constituting more than merely the right to serve civil or criminal processes in the area; for example, the right to tax private property.
2.7.4	Proprietary Interest Area	Exists when the United States has acquired an interest in, or title to, property but has no legislative jurisdiction over the property. Congress has not authorized federal prosecution for most ordinary crimes committed on such property.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		
Spec Item	Title	Description
2.8	Use of Deadly Force	The use of deadly force is justified only under conditions of extreme necessity and then only as a last resort when all lesser means have failed or cannot be reasonably used, as set forth in DoD Directive 5210.56 and SECNAVINST 5500.29.
2.9	Disclosure	The Contractor shall not disclose or cause to be disseminated any information concerning the operations of the installation which could result in or increase the likelihood of the possibility of a breach of the installation's security or interrupt the continuity of its operations.
2.10	Inspections and Searches	The Contractor's authority to physically examine vehicles and other property is limited to conducting inspections. Appropriate law enforcement personnel shall be contacted when the need for a search arises as a result of the discovery of contraband during an inspection. The Contractor is prohibited from conducting a search.
2.11	General Orders of a Sentry	<p>The Contractor's guard personnel shall comply with the following General Orders, <u>with the exception of General Orders 9 and 10</u>:</p> <ol style="list-style-type: none"> 1. Take charge of this post and all government property in view. 2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing. 3. Report all violations of orders I am instructed to enforce. 4. Repeat all calls more distant from the guardhouse than my own. 5. Quit my post only when properly relieved. 6. Receive, obey, and pass on to the sentry that relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Non-Commissioned Officers of the watch only. 7. Talk to no one except in the line of duty. 8. Give the alarm in case of fire or disorder. 9. Call the Officer of the Deck in any case not covered by instructions. 10. Salute all officers and all colors and standards not cased. 11. Be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.
2.12	Standards of Conduct	The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action as needed. The Contractor shall adhere to standards of conduct included in Attachment J-0401060-04. Contractor employees shall display a friendly, helpful attitude when dealing with the public. The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the standards of conduct. The Contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		
Spec Item	Title	Description
2.13	Personnel Requirements	The Contractor's personnel represent the Government and shall present a professional image at all times. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide security operations. Contractor shall maintain personnel files on all employees containing documentation reflecting compliance with the employment suitability and all other individual employee related requirements of this contract. See Section F for a consolidated listing of employee related reports, records and submittals.
2.13.1	Employment Suitability and Qualifications	All Contractor personnel assigned guard duties shall meet the suitability criteria included in J-0401060-05. Employees not assigned to guard duties are not required to meet the same criteria, but as a minimum shall satisfy the security requirements specified in Annex 2.
2.13.2	Psychological Testing Requirements	The Contractor shall provide psychological pre-employment testing to identify psychological conditions or patterns of behavior that are critical in determining occupational suitability. Psychological testing shall comply with the requirements listed in J-0401060-06.
2.13.3	Pre-Employment Medical Examination	All Contractor personnel assigned guard duties shall successfully complete a pre-employment physical examination performed by a licensed health care professional. The examination shall evaluate the applicant's ability to successfully perform moderate to arduous physical exertion. Physical examination requirements are identified in included in Attachment J-0401060-05, and include these medical requirements applying to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. The Contractor shall maintain and provide copies of supporting documentation of completed physical exams to the KO upon request.
2.13.4	Physical Fitness Program	The Contractor shall develop and maintain a physical fitness program for all guards. At a minimum, the physical fitness program shall include a requirement to semi-annually test an employee's upper body strength, endurance and flexibility as described in J-0401060-07. All Guard employees shall be required to pass the semiannual physical fitness test as a condition of their employment. Contractor shall maintain and provide copies of physical fitness test records to the KO within 30 days of the semiannual physical fitness test.
2.13.5	Uniforms	Guards shall wear a complete uniform of the type described in J-0401060-08 while on duty so that a favorable public image is presented.
2.13.6	Grooming Standards	Guards shall have a neatly groomed appearance while on duty. Grooming standards are based on several elements including neatness, cleanliness, safety, professional image, and appearance. Personal Appearance and Grooming requirements are described in J-0401060-09.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		
Spec Item	Title	Description
2.13.7	Security Clearance Requirements	Contractor personnel shall obtain the appropriate level of security clearance as specified in SOPs and Post Orders listed in J-0401060-01 and in J-0401060-02. J-0401060-14 provides a summary of personal security clearance requirements. A Top Secret Facility Clearance is required before starting work at NRLCBD. A Secret Facility Clearance is required before starting work at NAVSEA and NSWCCD. The Contractor shall furnish the information required on the Security Classification Specification, Form DD-254 (provided in J-0200000-03) and any information required by Security Management authorities to process this clearance. The Contractor shall complete and provide all necessary personnel security forms to Security Management prior of being employed and provide other information as required by the Defense Security Service Operations Center-Columbus (DSS OCC) and Office of Personnel Management Investigations, for the purpose of initiating personnel clearance requests.
2.13.8	Random Drug Screening Program	The Contractor shall establish a Random Drug Screening Program per Executive Order 12564 for all guard personnel and other sensitive positions identified per Civilian Personnel Instruction 792. Maintain records and provide copies of Drug Screening and Testing Reports upon request of the KO.
2.13.9	Training Requirements	The Contractor shall provide training to all personnel assigned guard duties in accordance with OPNAVINST 5530.14 as listed in J-0401060-10. The Contractor shall develop and implement a training plan. The training plan shall be submitted within 10 working days after contract award to the KO for review. The Contractor may be required to revise and update the training plan during the contract period to accommodate changes in operational requirements. Provide Training Certifications as per Section F.
2.14	Firearms Licensing and Permits	The Contractor shall ensure each guard required to carry a firearm complies with all current state and local firearms licensing, and permit requirements. All guards shall meet the applicable firearms licensing and permit requirements established by Navy, DOD and Federal authorities, the District of Columbia, State of Maryland, and the Commonwealth of Virginia, and shall meet the licensing and qualification standards identified in Business and Professions Code, Sections 7582-7582.28 Licensing, 7585-7585.20 Firearms Training and Qualifications, and 7586-7586.5 Re-certification Requirements. All armed guards shall carry appropriate Federal, DOD/Navy, and state documentation while on duty. Copies shall be maintained on file and made available to the KO upon request.
2.15	Safety Requirements	The Contractor shall comply with accepted industry safety standards, and applicable safety precautions and guidelines listed in J-0401060-11.
2.16	Weapons	The Contractor shall provide weapons that meet the criteria listed in J-0401060-12 and J-0401060-08. Weapons provided to guards shall be consistent in manufacturer, model, and caliber.
2.17	Records and Reports	Records and reports, including submittals, are listed and summarized in Section F. The Contractor shall submit accurate and complete documents within the required timeframes.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall provide security operations to ensure security and safety for personnel, property, facilities, and assets.	<p>The Contractor shall comply with all Federal, state, and local statutes and regulations, and with DoD policies, instructions and guidance listed in J-0401060-13 as applicable.</p> <p>Post manning requirements are summarized in Attachment J-0401060-14. Total watch standing labor hours are the same for each FPCON; however, Contractor guard personnel are normally assigned to support FPCON B requirements.</p> <p>The Government reserves the right to reassign Contractor resources during assigned shifts to perform other duties for which they are qualified based on changes in security priorities at no additional cost to the Government.</p> <p>During emergencies, including those which cause an increase in FPCON, the Government reserves the right to direct the use of Contractor resources to include temporary elimination of some posts and patrols and reassignment of guards to other duties as necessary at no additional cost to the Government. Upon notification of a change in FPCON from the KO, the Contractor shall immediately realign guard force personnel to meet the post manning requirements specified for the applicable FPCON. Surge requirements, which cannot be accommodated by temporary reassignments, will be handled within the provisions of this contract. The Government will conduct random security exercises.</p> <p>The Contractor shall maintain a physical fitness program as required.</p>	<p>Security Operations are performed per SOPs and Post Orders and are in compliance with Federal, state, and local statutes, DoD regulations, and DoN instructions and directives.</p> <p>Personnel, property, facilities, and assets are safe and secure.</p> <p>Guard physical fitness program is maintained.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			Informational Notes. J-401060-01 and J-0401060-02 contain General Post Orders and SOP and Client Specific Post Orders and SOP.	
3.1	Entry Control Point Services	The Contractor shall provide entry control point services to ensure unauthorized personnel, property, equipment, vessels, or vehicles are deterred and denied facility ingress and egress.	<p>The Contractor shall comply with Entry Control Point Post Orders listed in J-0401060-01 and with applicable contain General Post Orders and SOP and Client Site specific Post Orders and SOP.SOPs listed in J-0401060-02, including site-specific Post Orders and SOP.</p> <p>Informational Notes. Rendering salutes, though not required, are considered a show of respect for the officer rank.</p>	Ingress and egress to facilities by unauthorized personnel, property, equipment, vessels, or vehicles is minimal.
3.1.1	Identification Checks	The Contractor shall perform identification checks to ensure only authorized personnel and vehicles are allowed access to the facility.	<p>Requirements for personnel ID and vehicle passes and decals are described in the SOPs and Post Orders. The Contractor shall conduct inspections of personnel and vehicle identification per Post Orders and in accordance with the current FPCON prior to granting or denying access to the facility.</p> <p>The Government may modify the process for conducting Identification Checks depending on the FPCON in effect as identified in Sections J0401060-01 and J0401010-02.</p>	<p>Access by unauthorized personnel and vehicles shall not exceed four occurrences per year in controlled access areas.</p> <p>Access by unauthorized personnel and vehicles shall not exceed one occurrence per year in restricted areas.</p> <p>All fraudulent personnel and vehicle identification are detected and reported during exercises.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.1.2	Commercial Vehicle Inspection	The Contractor shall perform inspections to ensure only authorized commercial vehicles and cargos are allowed access to the facility.	<p>The Contractor shall conduct inspections of commercial vehicles per Post Orders and SOPs.</p> <p>Authorized cargo includes property listed on a bill of lading or shipping documents, and tools, equipment, materials, or supplies used to provide services.</p>	Access by unauthorized commercial vehicles and cargo shall not exceed two occurrences per year.
3.1.3	Emergency ECP Closure	The Contractor shall execute emergency ECP closure procedures during emergencies to ensure all ingress and egress of personnel, property, equipment, vessels, or vehicles is denied.	The Contractor shall be responsible for deploying applicable ingress and egress control mechanisms as indicated in the Post Orders and in accordance with applicable SOPs during emergency situations or when and as instructed by an applicable authority (e.g., the NDW Navy Security Force shift supervisor, the Client/Site Security Officer, or other).	Emergency ingress and egress denial procedures are executed within five minutes of time of incident or notification.
3.2	Roving Guard Services	The Contractor shall provide roving guard services that monitor facilities to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	<p>The Contractor shall comply with Roving Guard Post Orders listed in J-0401060-01 and with applicable SOPs listed in J-0401060-02.</p> <p>Guards shall take intervention measures as appropriate within limits of authority.</p> <p>Informational Notes. SOPs and Post Orders identify some posts and duties as including roving guard services. J-0401060-03.1 provides general maps.</p>	<p>All observed security breaches and criminal or suspicious activities are reported to dispatch within the specified time.</p> <p>There are no Security breaches not identified by the Contractor.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2.1	Perimeter Patrol	The Contractor shall monitor perimeters to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	<p>The Contractor shall conduct perimeter patrol per Post Orders and SOPs.</p> <p>(See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p>	<p>Perimeters are checked as specified.</p> <p>All observed security breaches and criminal or suspicious activities are reported to dispatch within two minutes of discovery.</p> <p>Security breaches not identified by the Contractor shall not exceed two occurrences per year.</p>
3.2.2	Interior Patrol	The Contractor shall monitor interior patrol areas to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	<p>The Contractor shall conduct interior patrol per Post Orders and SOPs.</p> <p>(See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p>	<p>Interior patrol areas are checked as specified.</p> <p>All observed security breaches and criminal or suspicious activities are reported to dispatch within two minutes of discovery.</p> <p>Security breaches not identified by the Contractor shall not exceed one occurrence per year.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2.2.1	Building Checks	The Contractor shall physically check designated buildings to ensure unsecured buildings are detected and reported in a timely manner.	<p>The Contractor shall conduct scheduled and unscheduled physical and visual inspections of designated buildings per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Building check sheets shall be submitted at the end of each shift per Post Orders.</p>	<p>Designated buildings are checked as specified.</p> <p>Buildings found unsecured are reported to dispatch within five minutes of discovery.</p>
3.2.2.2	Escort and Courier Services	The Contractor shall provide escort and courier services to ensure safe and timely delivery of personnel and property.	<p>The Contractor shall perform scheduled and unscheduled escort and courier services per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>The Contractor shall employ random route selections to prevent predictability in accordance with the SOP.</p>	<p>Escort and courier services shall be available within five minutes of specified time or ten minutes of customer request.</p> <p>Personnel and property are delivered to designated locations without injury, death, damage, or loss due to Contractor negligence.</p> <p>Services are provided with no more than one validated customer complaint per month.</p>
3.2.2.3	Crowd Control	The Contractor shall provide crowd control services to ensure order and discipline are maintained.	The Contractor shall respond within a reasonable amount of time to requests for crowd control services. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	No damage to property or injury to personnel due to Contractor negligence.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.2.3	Off-Base Patrol	The Contractor shall monitor off-base Government facilities and property to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	<p>The Contractor shall conduct off-base patrols, including scheduled and unscheduled physical and visual inspections of designated buildings, per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Building check sheets shall be submitted at the end of each shift per Post Orders. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p>	<p>All observed security breaches and criminal or suspicious activities are reported to dispatch within two minutes of discovery. Security breaches not identified by the Contractor shall not exceed one occurrence per year.</p> <p>Buildings found unsecured are reported to dispatch within five minutes of discovery.</p>
3.2.4	Mobile Vehicle Inspections	The Contractor shall perform non-commercial vehicle inspections to deter and deny the introduction of contraband to the facility.	The Contractor shall perform non-commercial vehicle inspections per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	<p>All contraband from vehicle inspection exercises is detected and reported within 5 minutes.</p> <p>Introduction of contraband by inspected vehicles shall not exceed one occurrence per year.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.3	Pass and ID Office Services	The Contractor shall provide pass and ID services in a courteous and prompt manner to ensure authorized personnel and vehicles have proper documentation to allow facility access.	<p>The Contractor shall comply with applicable Pass and ID duties listed in Post Orders and SOPs in Attachments J-0401060-01 and J-0401060-02.</p> <p>The security of identification documents is essential; therefore the Contractor shall take all reasonable steps necessary to ensure identification documents are safeguarded.</p> <p>The Contractor shall manage and maintain a Government-furnished database of identification cards, building access badges, and temporary passes issuance. These databases may be either hardcopy records or computer based. Government will provide any necessary training. The databases shall be immediately accessible to the Government at all times.</p>	<p>No identification documents are issued to unauthorized personnel and vehicles.</p> <p>There are no more than five validated customer complaints per month.</p>
3.3.1	Identification Card Issue	The Contractor shall prepare and issue identification cards to ensure authorized personnel have proper documentation to allow facility access.	<p>The Contractor shall issue identification cards per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Types of identification cards that may be issued by the Contractor include: temporary building access badges; one-time visitor badges for building access; one-time building access badges for facilities or equipment maintenance in-house or contractor workers; NSWCCD Bldg 15 ADAC access badges; NAVSEA Bldg 104 access badges.</p> <p>The Government will provide card blanks for IDs and badges.</p> <p>Informational Notes: Individuals not meeting criteria for issuance of an access badge should be directed to report to the applicable Visitor Control Center.</p>	<p>There are no more than two identification cards issued to unauthorized personnel per year.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.3.2	Temporary Vehicle Passes	The Contractor shall provide temporary vehicle passes to ensure authorized vehicles have proper documentation to allow facility access.	The Contractor shall provide temporary vehicle passes per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	There are no more than four temporary vehicle passes issued to unauthorized vehicles per year.
3.4	Dispatching Services	The Contractor shall provide dispatching service for security operations to ensure calls are received, responded to, logged, and notifications completed in a timely manner.	<p>The Contractor shall receive calls and comply with the Dispatching Post Orders and SOPs listed in Attachments J-0401060-01 and J-0401060-02.</p> <p>The Contractor shall receive calls, monitor systems and radio transmissions, perform required notifications, record all dispatch activity, and support field operations. The Contractor shall maintain sufficient staff to support operations 24 hours a day, seven days a week and meet response requirements. Dispatch logs shall be immediately accessible to the Government at all times.</p>	<p>Dispatch services are performed, responded to, and completed within the specified time.</p> <p>Chain of Command and interagency notifications are completed as required.</p>
3.4.1	Alarm and Detection Systems Monitoring	The Contractor shall monitor alarm and detection systems to ensure the appropriate emergency response is dispatched to all received alarms in a timely manner.	<p>The Contractor shall monitor alarm and detection systems per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>The Contractor shall monitor fire, security, and industrial alarms at the sites. Systems range from large (NAVSEA) to medium (NRLCBD) to small or individual (other sites).</p>	The appropriate emergency response for alarms received by the Dispatch Center is dispatched within 45 seconds of receipt.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.4.2	Video Surveillance Equipment Monitoring	The Contractor shall monitor video surveillance equipment for security breaches and criminal or suspicious activities to ensure the appropriate emergency response is dispatched in a timely manner.	The Contractor shall monitor video surveillance equipment per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	The appropriate emergency response for all observed security breaches and criminal or suspicious activities are dispatched within 45 seconds of discovery.
3.4.3	Communications Monitoring	The Contractor shall monitor, acknowledge, and record all information obtained or communicated from telephone calls and radio traffic to ensure accurate relay of information in a timely manner and adequate records of dispatch and response activity are maintained.	<p>The Contractor shall provide communications monitoring per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Records must be maintained for a period of three years, or longer, as directed by the applicable Client/Site Security Officer.</p> <p>The Contractor shall manage and maintain records as directed by the applicable Client/Site Security Officer. Records shall be maintained in hardcopy or electronic format with search capability by incident type, type of emergency response, date, time, and location. The records system shall be immediately accessible to the Government at all times.</p>	<p>Communications monitoring is performed and documented within the specified time.</p> <p>Communication support and notifications are accurate and completed as required.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.4.3.1	Telephone Communications	The Contractor shall answer all telephone calls and effect the appropriate action to ensure accurate information is obtained and adequate records of activity are maintained.	<p>The Contractor shall provide telephone communications per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Calls received on seven-digit emergency and 911 lines shall be considered an emergency. Emergency lines shall be answered immediately.</p>	<p>All seven-digit emergency and 911 lines will be answered within 30 seconds or 3 rings of receipt.</p> <p>Non-emergency lines will be answered within one minute of receipt.</p> <p>There are no more than two occurrences of failing to obtain accurate information per month.</p> <p>There are no more than two occurrences of failing to record adequate information per month.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.4.3.2	Radio Communications	The Contractor shall monitor and acknowledge radio traffic and effect the appropriate action to ensure accurate communication of information between appropriate parties and adequate records of activity are maintained.	<p>The Contractor shall provide radio communications per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Radio communications are acknowledged when the Contractor communicates receipt of transmitted information back to the appropriate party.</p>	<p>Appropriate first responders are dispatched within one minute of receipt of emergency calls and within five minutes of receipt of non-emergency calls.</p> <p>Radio communications shall be acknowledged within 15 seconds of receipt.</p> <p>There are no more than two occurrences of failing to communicate accurate information per month.</p> <p>There are no more than two occurrences of failing to record adequate information per month.</p>
3.4.4	Notification	The Contractor shall notify appropriate command elements of emergency response information to ensure the chain of command maintains operational and situational awareness.	<p>The Contractor shall provide appropriate notification per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Examples of appropriate command elements include, but are not limited to: Fire Chief; NDW Security Officer; NDW Guard Force Shift Supervisor; Client/Site Security Officers; COR; Command Duty Officers, and Commanding Officers.</p>	<p>Notifications are made in accordance with the SOPs.</p> <p>There is no more than one occurrence of failing to meet the SOP standards per month.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.4.5	Records Checks	The Contractor shall conduct records checks of property, vehicles, and persons to ensure law enforcement personnel receive required information.	<p>The Contractor shall conduct records checks per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Information Systems available to the Contractor for inquiries include: (a) the records, files, reports and submittals for which he is responsible for creating and maintaining under this contract, and (b) any Government information systems that he uses under this contract.</p> <p>Government officials authorized to request records checks include, but are not limited to: Naval police officers; Naval Criminal Investigative Service (NCIS); and Command Investigators.</p> <p>Records contain information protected by the Privacy Act of 1974 and shall be handled appropriately.</p>	<p>Records checks are submitted to the appropriate system within five minutes of request.</p> <p>There are no violations of confidentiality.</p> <p>There are no more than two occurrences of inaccurate information provided per year.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.5	Training Services	The Contractor shall schedule and provide classroom and practical application instruction to security force personnel to ensure training requirements are met.	<p>The Contractor shall conduct training per instructor guides and established curriculum.</p> <p>Training requirements (subject areas, courses and descriptions) are provided in J-0401060-10.</p> <p>The Contractor shall maintain individual training records and provide notifications in accordance with OPNAVINST 3120.32 series and other Navy training directives.</p> <p>Informational Notes. At this time, the Contractor is required to provide training to his own employees only. In the future, if training services for non-Contractor employees are required, then the Government may choose to modify this contract to add such services. In that case, the Government will provide the Contractor with detailed requirements and a summary of required courses in J-0401060-16 in its request for modification proposal.</p>	<p>Sufficient courses are scheduled to accommodate the training requirements of security force personnel.</p> <p>Content of training courses meet established curricula and guidelines.</p> <p>There are no more than two validated customer complaints from students per month.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section C - 0401060 – Security Operations				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
4	IDIQ Work	IDIQ work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURE S FOR ISSUING ORDERS clause in the specification. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to IDIQ ELINs for task listings, descriptions, and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance standards for IDIQ work will be the same as those in Spec Item 3 where applicable. Informational Notes. See J-0401060-02 and sub-attachments for examples of possible IDIQ work.	

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52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the Contract Completion Date, which will be determined at time of award.

(End of clause)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
1000	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2000	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3000	N/A	N/A	N/A	Government
3001	N/A	N/A	N/A	Government
3002	N/A	N/A	N/A	Government
4000	N/A	N/A	N/A	Government
4001	N/A	N/A	N/A	Government
4002	N/A	N/A	N/A	Government
5000	Destination	Government	Destination	Government
5001	Destination	Government	Destination	Government
5002	Destination	Government	Destination	Government
6000	N/A	N/A	N/A	Government
6001	N/A	N/A	N/A	Government
6002	N/A	N/A	N/A	Government
7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
8000	N/A	N/A	N/A	Government
8001	N/A	N/A	N/A	Government
8002	N/A	N/A	N/A	Government
9000	Destination	Government	Destination	Government
9001	Destination	Government	Destination	Government
9002	Destination	Government	Destination	Government

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52.246-1 CONTRACTOR INSPECTION REQUIREMENTS (APR 1984)

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the supplies or services furnished under this contract conform to contract requirements, including any applicable technical requirements for specified manufacturers' parts. This clause takes precedence over any Government inspection and testing required in the contract's specifications, except for specialized inspections or tests specified to be performed solely by the Government.

(End of clause)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

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52.246-4 INSPECTION OF SERVICES--FIXED-PRICE (AUG 1996)

- (a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.
- (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.
- (c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.
- (d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.
- (e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.
- (f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the contract for default.

(End of clause)

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52.246-20 WARRANTY OF SERVICES (MAY 2001)

(a) Definition.

"Acceptance," as used in this clause, means the act of an authorized representative of the Government by which the Government assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the Government or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor _____. This notice shall state either (1) that the Contractor shall correct or reperform any defective or nonconforming services, or (2) that the Government does not require correction or reperformance.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(c) If the Contractor is required to correct or reperform, it shall be at no cost to the Government, and any services corrected or reperfomed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the Government thereby, or make an equitable adjustment in the contract price.

(d) If the Government does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

(End of clause)

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52.246-25 LIMITATION OF LIABILITY--SERVICES (FEB 1997)

(a) Except as provided in paragraphs (b) and (c) below, and except to the extent that the Contractor is expressly responsible under this contract for deficiencies in the services required to be performed under it (including any materials furnished in conjunction with those services), the Contractor shall not be liable for loss of or damage to property of the Government that (1) occurs after Government acceptance of services performed under this contract, and (2) results from any defects or deficiencies in the services performed or materials furnished.

(b) The limitation of liability under paragraph (a) above shall not apply when a defect or deficiency in, or the Government's acceptance of, services performed or materials furnished results from willful misconduct or lack of good faith on the part of any of the Contractor's managerial personnel. The term "Contractor's managerial personnel," as used in this clause, means the Contractor's directors, officers, and any of the Contractor's managers, superintendents, or equivalent representatives who have supervision or direction of--

(1) All or substantially all of the Contractor's business;

(2) All or substantially all of the Contractor's operations at any one plant, laboratory, or separate location at which the contract is being performed; or

(3) A separate and complete major industrial operation connected with the performance of this contract.

(c) If the Contractor carries insurance, or has established a reserve for self-insurance, covering liability for loss or damage suffered by the Government through the Contractor's performance of services or furnishing of materials under this contract, the Contractor shall be liable to the Government, to the extent of such insurance or reserve, for loss of or damage to property of the Government occurring after Government acceptance of, and resulting from any defects and deficiencies in, services performed or materials furnished under this contract.

(End of clause)

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5252.223-9300 Inspection By Regulatory Agencies (JUN 1994)

(a) Work performed under this contract is subject by State and Federal Government Regulatory agencies including those described below.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

- (b) Permission has been granted by the Navy permitting Federal and State occupational health and safety officials to enter Navy shore installations, without delay and at reasonable times, to conduct routine safety and health investigations. Permission also extends to safety and health investigations based on reports of unsafe conditions. Occupational Health and Safety Administration (OSHA) officials may also investigate accidents or illnesses involving the Contractor's employees. Inspections may also be carried out by the Department of Labor to inspect for compliance with labor laws.
- (c) The Contractor shall cooperate with regulatory agencies and shall provide personnel to accompany the agency inspection or review teams. Contractor personnel shall be knowledgeable concerning the work being inspected, and participate in responding to all requests for information, inspection or review findings by regulatory agencies.

(END OF CLAUSE)

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5252.246-9303 Consequences of Contractor's Failure To Perform Required Services.

**CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM
REQUIRED SERVICES (MAR 2002)**

The Contractor shall perform all of the contract requirements. The Government will apply one or more of the surveillance methods mentioned below and will deduct an amount from the Contractor's invoice or otherwise withhold payment for unsatisfactory or nonperformed work. The Government reserves the right to change surveillance methods at any time during the contract without notice to the Contractor.

(a) **STATISTICALLY EXTRAPOLATED SURVEILLANCE METHOD.** The Government may apply a statistically extrapolated surveillance method (Random Sampling for Extrapolated Deductions) to any contract requirement to determine Contractor compliance. The defect rate will then be extrapolated to the monthly population to determine the number of unsatisfactorily performed work occurrences. The monthly population is the total number of work occurrences that are required to be performed during the month.

(b) **OTHER SURVEILLANCE METHODS.** The Government may apply other surveillance methods to determine Contractor compliance. These include, but are not limited to, 100% inspection, random sampling without extrapolated deductions, and planned sampling as primary surveillance methods; and incidental inspections and validated customer complaints as supplemental surveillance methods. When using these surveillance methods, deductions will be taken for all observed defects.

(c) **PROCEDURES.** In the case of unsatisfactory or nonperformed work, the Government:

(1) may give the Contractor written notice of observed deficiencies prior to deducting for unsatisfactory or nonperformed work and/or assessing liquidated damages. Such written notice shall not be a prerequisite for withholding payment for nonperformed work. The Government may specify, as provided for below, that liquidated damages can be assessed against the Contractor. Such liquidated damages are to compensate the Government for administrative costs and other expenses resulting from the unsatisfactory or nonperformed work.

(2) may, at its option, allow the Contractor an opportunity to reperform the unsatisfactory or nonperformed work, at no additional cost to the Government. In the case of daily work, corrective action must be completed within _N/A_ hours of notice to the Contractor. In the case of other work, corrective action must be completed within _N/A_ hours of notice. In addition, the Government can assess liquidated damages, as referenced above, in the amount of _N/A_ percent of the value of all observed defects. The original inspection results of the

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Contractor's work will not be modified upon reinspection. However, the Contractor will be paid for satisfactorily reperformed work.

(3) shall deduct from the Contractor's invoice all amounts associated with the unsatisfactory or nonperformed work at the prices set out in the Schedule and any accompanying exhibits or provided by other provisions of this contract, unless the Contractor is required to reperform and satisfactorily complete the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of _N/A_ percent of the value of all observed defects.

(4) may, at its option, perform the work by Government personnel or by other means. The Government will reduce the amount of payment to the Contractor, by the amount paid to any Government personnel (based on wages, retirement and fringe benefits) plus material, or by the actual costs incurred to accomplish the work by other means. If the actual costs cannot be readily determined, the prices set out in the Schedule and any accompanying exhibits will be used as the basis for the deduction. In addition, the Government can assess liquidated damages, as referenced above, in the amount of _N/A_ percent of the computed cost.

(d) The Contractor is responsible for maintaining an effective Quality Control Program during the course of the contract. Failure to maintain adequate quality control may result in Termination for Default.

(e) Reperformance by the Contractor does not waive the Government's right to terminate for nonperformance in accordance with FAR clause 52.249-8, "DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)" of Section I and all other remedies for default as may be provided by law.

(f) When WATCHSTANDING SERVICES apply. If the Contractor fails to provide qualified personnel or allows any post to be unmanned for a total of _15_ minutes in any shift, the Government may assign other persons to perform such work or deduct an amount from the Contractor's invoice as specified below;

(1) When Watchstanding Services are performed by Government employees, deductions shall be computed based on the current Federal Pay Schedule including wages, retirement and fringe benefits of the Government employees (civilian or military) who actually performed the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of _15%_ percent of the computed cost.

(2) When non-performed Watchstanding Services are obtained under another contract, the Government will deduct from the Contractor's invoice an amount equal to the cost to the Government under that contract. In addition, the Government can assess liquidated damages, as referenced above, in the amount of _15%_ percent of the cost.

(3) If no guard replacement is furnished by the Government and the work is not performed, the Government will deduct from the Contractor's invoice an amount equal to the cost to the Government of having a Government employee perform the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of _15%_ percent of the computed cost.

(4) The Contractor will be held liable for property losses sustained by the Government as a direct, consequential result of a failure to furnish the required personnel.

(5) Computations of the costs for Government employees to perform work not performed by the Contractor shall be in conformance with FAR 52.222-42, "STATEMENT OF EQUIVALENT RATE FOR FEDERAL HIRES." (End of clause)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section F - Deliveries or Performance

LOCATION, POP & SUBMITTALS

F1. Location

The Contractor shall provide all the necessary labor, supervision, and management for Regional Security Guard Services for one base year and two option years. The work under this contract will be performed predominately in the Navy activities in support of the Commander, Navy Installations Command (CNIC), within Naval District Washington (NDW), including but not limited to:

1. CLIN 1000s: Public Works Department Washington (PWD Washington)
 - Military Sealift Command, Washington Navy Yard, Washington, D.C. (MSC)
 - Naval Sea Systems Command, Washington Navy Yard, Building 176, Washington, D.C. (NAVSEA-Bldg. 176)
 - Naval Sea Systems Command, Washington Navy Yard, Building 104, Washington, D.C. (NAVSEA-Bldg. 104)
 - Naval Sea Systems Command, Washington Navy Yard, Other Buildings, Washington, D.C. (NAVSEA-Other)
2. CLIN 2000s: Public Works Department North Potomac (PWD North Potomac)
 - Naval Support Facility, Carderock, West Bethesda, MD (NSF CD)
 - Naval Support Facility, Arlington, VA (NSF ARL)
3. CLIN 3000s: Public Works Department South Potomac (PWD South Potomac) (RESERVED)
4. CLIN 4000s: Public Works Department Patuxent River (PWD Pax River) (RESERVED)
5. CLIN 5000s: Public Works Department Annapolis, MD (PWD Annapolis)
 - Naval Research Lab, Chesapeake Bay Division, Annapolis, MD (NRL CBD)
6. CLIN 6000s: Resident Officer in Charge of Construction Quantico, VA (ROICC Quantico) (RESERVED)
7. CLIN 7000s: Public Works Department Bethesda, MD (PWD Bethesda)
 - National Naval Medical Center, Bethesda, MD (NNMC)
8. CLIN 8000s Public Works Department Joint Base Anacostia Bolling (PWD JBAB) (RESERVED)

F2. Performance Period

The contract term shall be for a period of up to twelve (12) months commencing on or within (60) days after notice and from the date of award. In accordance with FAR 52.222-43, the Government will adjust annually the contract option prices to reflect the prevailing wage determinations and collective bargaining agreements included in the contract at time of award of the option.

F.3 Submittals Due from Contractor

0200000 – Management and Administration			REPORTS		
Annex/ Sub-annex	Spec Item	Report Title	Qty	Submit to	Due Date/Frequency
C-0200000	2.3.3	Permits and Licenses	1 ea	KO	Within 15 days after

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0200000 – Management and Administration			REPORTS		
Annex/ Sub-annex	Spec Item	Report Title	Qty	Submit to	Due Date/Frequency
					award or as requested by the KO
C-0200000	2.3.4	Certificate of Insurance	1 ea	KO	Within 15 days after award
C-0200000	2.5	Materials and Equipment Submittals for Contractor furnished materials and equipment	As Required	KO	15 Days after contract award
C-0200000	2.6.2	Monthly Work Schedules	1 ea	KO	Monthly, 5 days before start.
C-0200000	2.6.5	Contractor's Quality Management System (QMS)/Quality Control Program/Plan	1 ea	KO	15 Days after contract award
C-0200000	2.6.5.1	QC Inspection File	1 ea	KO	Ongoing; within five calendar days of completion/termination
C-0200000	2.6.6	Local (Toll-Free) Telephone number and Facsimile Number	As required	KO	Within 15 days after award and at any changes
C-0200000	2.7.2	Certification of Employees Training (All Phases)	As required	KO	At least 15 days before contract start date and as indicated in Description
C-0200000	2.7.2.4	Certification of Employees' U.S. Citizenship	As required	KO	Within 15 days after award or as requested by the KO
C-0200000	2.8.1	Current List of Employees	Ongoing	KO	Maintain current
C-0200000	2.8.6	Security Clearance List	Ongoing	KO	Maintain current
C-0200000	2.9	Contractor Safety Program Records	As required	KO	Upon request by KO
C-0200000	2.10.3	Hazardous Material Safety Data Sheets (MSDS)	Based on the HM Contractor stores and uses	KO	Upon introduction for storage and use of any HM
C-0200000	2.10.7	Asbestos Containing Material (ACM)	When ACM is encountered or suspected in the performance of work	KO	Verbal notification in 1 hour. Follow-up with written notification within 24 hours.
J-0200000-06	1.	Records concerning Keys, Key-Cards, PINs and Combinations, including Key Logs	Single set of records	KO	As required Maintain current

0401060 – Security Operations			REPORTS		
Annex/ Sub-annex	Spec Item	Report Title	Quantity	Submit To	Due Date/Frequency
C-0401060	2.13	Personnel Requirements	1 each	KO	Continuous personnel

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		REPORTS			
Annex/ Sub-annex	Spec Item	Report Title	Quantity	Submit To	Due Date/Frequency
			Employee		records keeping.
C-0401060	2.13.1	Employment Suitability Reports	1 each Employee	KO	Upon Request
C-0401060	2.13.2	Psychological Testing Reports	1 each Employee	KO	Upon Request
C-0401060	2.13.3	Physical Examinations	1 each Employee	KO	Upon Request
C-0401060	2.13.4	Physical Fitness Test Records	1 each Employee	KO	Within 30 days of semiannual physical fitness test.
C-0401060	2.13.7	Security Clearance Documentation	1 each Employee	KO	Upon Request
C-0401060	2.13.8	Drug Screening and Testing Reports	1 each Employee	KO	Upon Request
C-0401060	2.13.9	Training Records	1 each Employee	KO	10 Days After Award
C-0401060	2.14	Licensing and Permit Documentation	1 each Employee	KO	Upon Request
C-0401060	3.2.2.1	Building Check Sheets	As Specified	Watch Commander	At the end of each shift
C-0401060	3.2.3	Building Check Sheets	As Specified	Watch Commander	At the end of each shift
J-0401060-02	1.12	Security Logs Incident Reports Missing, Lost, Stolen, Recovered Reports Complaint Reports Statements concerning Specific Incidents Pass-Down Logs Radio Frequency Data	As Specified	KO	As Required
J-0401060-02.1	Gen SOP 1.4	Records and Reports	As Specified	KO	As Required
J-0401060-02.1	SOP # 12	Reports	As Specified	KO	As Required
J-0401060-02.2	Post #1 Orders c.3	Sign-In Sheets	As Specified	Security Officer	Daily
J-0401060-02.2	Post #1 Orders d.2	Inspection, Search and Seizure Reports	As Specified	Security Officer	Daily
J-0401060-02.2	SOP #6	Incident Reports	As Specified	Security Officer	Daily
J-0401060-	Post #1	Daily Reports	As Specified	KO	Daily

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations		REPORTS			
Annex/ Sub-annex	Spec Item	Report Title	Quantity	Submit To	Due Date/Frequency
02.3	Orders 14				
J-0401060-02.3	Post #2 Orders 13	Daily Reports	As Specified	KO	Daily
J-0401060-02.4	SOP and Post Orders	NAVSEA Site PM and Shift Supervisors' Illness and Absence Notifications	Event Driven	NAVSEA Security Officer	As needed
J-0401060-02.4	SOP and Post Orders	NAVSEA Site Non-Scheduled Building Openings and Closings	Event Driven	NAVSEA Security Officer	Within 24 Hours
J-0401060-02.4	SOP and Post Orders	NAVSEA Site Post Rotations Plans and Schedules.	Once, and at any revisions	NAVSEA Security Officer	Within 15 days after contract award and before work start
J-0401060-02.4	SOP and Post Orders	NAVSEA Security Officer Turnover Check List	At each change of guards at each post	Shift Supervisor	Each change of post manning
J-0401060-02.5	SOP and Post Orders	CBD Security Out of Hours/Visitors Sign-In Log and Report	As Specified	NRL CBD COR	Daily
J-0401060-02.5	SOP and Post Orders	CBD Security Normal Hours Visitors Sign-In Log and Report	As Specified	NRL CBD COR	Continuous Log, submit report daily
J-0401060-02.4	Posts 1 & 2 Post Orders	NAVSEA Site Project Manager's Pager Number and NAVSEA Shift Supervisors' Pager Numbers	As required	KO and NAVSEA Security Officer	Within 15 Days after contract award
J-0401060-02.4	SOP #13	NAVSEA Site Employee Recall System	As required	KO and NAVSEA Security Officer	Within 15 Days after contract award
J-0401060-02.5	SOP and Post Orders: various locations	Security Incident Report Security Maintenance Report	As required, event-driven	NRL CBD COR	Immediately (Urgent Matter) or Start of Next Work Day
J-0401060-02.5	SOP and Post Orders	NDW/NRL 5520/1210 Form Security Violation Report	As required, event-driven	NRL CBD Security Manager	Start of Next Work Day
J-0401060-02.5	SOP and Post Orders	CBD Security Supervisor's Shift Report (NRL CBD Form 3522/3)	One per each shift, three per day	NRL CBD COR	Daily
J-0401060-02.5	Post Orders for CBD Post #2.	CBD Security Container Log (NRL CBD Form 3522/4)	Daily, once each roving patrol round	NRL CBD COR	Continuous
J-0401060-02.5	SOP and Post Orders	CBD Delivery Vehicle Passes (NDW/NRL 551/2)	As required, event-driven	NRL CBD COR	As needed
J-0401060-	SOP and	CBD Perimeter Fence	Monthly	NRL CBD COR	Within 2 working days

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

0401060 – Security Operations			REPORTS		
Annex/ Sub-annex	Spec Item	Report Title	Quantity	Submit To	Due Date/Frequency
02.5	Post Orders	Inspection (Written Report)			of the start of each month
J-0401060-02.5	SOP and Post Orders	Monthly Security Operations Summary	Monthly	NRL CBD COR	By the eighth day of each month
J-0401060-02.5	SOP and Post Orders	CBD Material/Equipment Delivery Record (CBD Security Form 351/2)	Daily	NRL CBD COR	Daily
J-0401060-02.5	SOP	Discharge of Firearms (Verbal & Written)	Event Driven	NRL CBD Security Manager	Immediate
J-0401060-02.5	Post 1 Post Orders	CBD Roving Patrol Tour Schedules	Once	NRL CBD COR	Within 15 days after award
J-0401060-10	Phase III Training	Requests for Use of Government Range Facilities & Services	As required	NDW Armorer via NDW Security Officer	90 days advanced notice before desired date of use

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
1000	POP 01-APR-2012 TO 31-JAN-2013	N/A	N/A FOB: Destination	
1001	N/A	N/A	N/A	N/A
1002	N/A	N/A	N/A	N/A
2000	POP 01-APR-2012 TO 31-JAN-2013	N/A	N/A FOB: Destination	
2001	N/A	N/A	N/A	N/A
2002	N/A	N/A	N/A	N/A
3000	N/A	N/A	N/A	N/A
3001	N/A	N/A	N/A	N/A
3002	N/A	N/A	N/A	N/A

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

4000	N/A	N/A	N/A	N/A
4001	N/A	N/A	N/A	N/A
4002	N/A	N/A	N/A	N/A
5000	POP 01-APR-2012 TO 31-JAN-2013	N/A	N/A FOB: Destination	
5001	N/A	N/A	N/A	N/A
5002	N/A	N/A	N/A	N/A
6000	N/A	N/A	N/A	N/A
6001	N/A	N/A	N/A	N/A
6002	N/A	N/A	N/A	N/A
7000	POP 01-APR-2012 TO 31-JAN-2013	N/A	N/A FOB: Destination	
7001	N/A	N/A	N/A	N/A
7002	N/A	N/A	N/A	N/A
8000	N/A	N/A	N/A	N/A
8001	N/A	N/A	N/A	N/A
8002	N/A	N/A	N/A	N/A
9000	POP 01-APR-2012 TO 31-JAN-2013	N/A	N/A FOB: Destination	
9001	N/A	N/A	N/A	N/A
9002	N/A	N/A	N/A	N/A

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52.242-15 STOP-WORK ORDER (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of clause)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section G - Contract Administration Data

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252.204-0001 LINE ITEM SPECIFIC: SINGLE FUNDING. (SEP 2009)

The payment office shall make payment using the ACRN funding of the line item being billed.

(End of clause)

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252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS
(MAR 2008)

(a) Definitions. As used in this clause--

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when--

(1) The Contracting Officer authorizes use of another electronic form. With such an authorization, the Contractor and the Contracting Officer shall agree to a plan, which shall include a timeline, specifying when the Contractor will transfer to WAWF;

(2) DoD is unable to receive a payment request or provide acceptance in electronic form;

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(3) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment; or

(4) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System).

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

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252.232-7009 MANDATORY PAYMENT BY GOVERNMENTWIDE COMMERCIAL PURCHASE CARD
(DEC 2006)

The Contractor agrees to accept the Governmentwide commercial purchase card as the method of payment for orders or calls valued at or below the micro-purchase threshold in Part 2 of the Federal Acquisition Regulation under this contract or agreement.

(End of clause)

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5252.201-9300 Contracting Officer Authority (JUN 1994)

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of work to be performed, it is the Contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

(END OF CLAUSE)

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5252.216-9306 Procedures For Issuing Orders.

PROCEDURES FOR ISSUING ORDERS (MAR 2002)

(a) Services to be furnished under this contract shall be furnished at such times as ordered by the issuance of task orders on DD Form 1155 by the Ordering Officer designated by the Contracting Officer. All orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any order. A task order will be considered "issued" for the purpose of this contract at the time the Government deposits the order in the mail or, if transmitted by other means, when physically delivered to the Contractor.

(b) Except in emergency situations, only a Contracting Officer may modify task/delivery orders. An Ordering Officer, when authorized by the designation official (Contracting Officer), may issue modifications to task/delivery orders only during an emergency. Modifications to task/delivery orders will be issued on a Standard Form (SF 30).

Task orders may be modified orally by the Ordering Officer in emergency circumstances. Oral modifications will be confirmed in writing by issuance of a SF 30 within two (2) working days from the time the oral direction is issued. (End of clause)

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5252.232-9301 Invoicing Procedures Electronic. As prescribed in 32.7004 insert a clause substantially the same as the following:

INVOICING PROCEDURES ELECTRONIC (FEB 2009)

(a) In accordance with DFARS Clause 252.232-7003 titled "Electronic Submission of Payment Requests", this contract/order requires use of the DoD Wide Area Workflow (WAWF) system for the submission of invoices. This web-based system, located at <https://wawf.eb.mil>, provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business Point of Contact (EBPOC), and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988 for the DISA WAWF Helpdesk or emailing cscassig@csd.disa.mil. Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The contractor shall use the following document type, DODAAC codes with corresponding extensions, and inspection and acceptance locations when submitting invoices in WAWF:

Initial Document Creation requires the following:	
Contract Number	Fill In

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Delivery Order Number	Fill In
Cage Code/Ext	Fill In
Pay DoDAAC	Fill In
Document Type	<p>Fill In (pick one of the following, deleting this statement and any information outside the quotation)</p> <p>'Invoice and Receiving Report (Combo)' for a supply contract.</p> <p>'Invoice as 2-in-1 (Services Only)' for contracts paid through DFAS Columbus OH via MOCAS entitlement system, contracts with funded CLINs.</p> <p>'Navy Construction / Facilities Management Invoice' for contracts that have funded SLINs paid using a WAWF DFAS STARS ONE-PAY entitlement system.</p>
On the WAWF "Header Tab" the following is required:	
Issue Date	Fill In
Issue By DoDAAC	Fill In
Admin By DoDAAC	Fill In
Inspect By DoDAAC/Ext	Fill In
Ship To Code/Ext or Service Acceptor or Accept By DoDAAC/Ext	Fill In
Ship From Code/Ext	"LEAVE BLANK"
LPO DoDAAC/Ext	Fill In
Once Submitted, select "Send More Email Notifications"	
Inspector Email Address	Fill In, if applicable or specify "Not Applicable"
Accountable Official Email Address	Fill In, if applicable or specify "Not Applicable"
Operations Assistant (OA) Email Address	Fill In, if applicable or specify "Not Applicable"
Activity Fund Administrator email Address	Fill In, if applicable or specify "Not Applicable"

The NAVFAC WAWF point of contact for this contract is Fill In Your POC and can be reached at Fill In Email or Fill In Phone.

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "_" which is an acceptable character. There is NO maximum to the number of files that can be attached to an invoice, however EACH file is limited to a maximum file size UNDER 2 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send More Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.

(f) If you have any questions regarding WAWF, please contact the DISA WAWF Helpdesk at 877-251-WAWF (9293) , ccl-ec-navy-wawf-helpdesk@dfas.mil or the NAVFAC WAWF point of contact identified above in section (d).

(End of clause)

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N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

5252.242-9300 Government representatives.

GOVERNMENT REPRESENTATIVES (OCT 1996)

The contract will be administered by an authorized representative of the Contracting Officer. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of this contract. The authorized representative as indicated hereinafter:

 X The Contracting Officer's Representative (COR) will be designated by the Contracting Officer as the authorized representative of the Contracting Officer. The COR is responsible for monitoring performance and the technical management of the effort required hereunder, and should be contacted regarding questions or problems of a technical nature.

 X The designated Contract Specialist will be the Administrative Contracting Officer's representative on all other contract administrative matters. The Contract Specialist should be contacted regarding all matters pertaining to the contract or task/delivery orders.

 The designated Property Administrator is the Administrative Contracting Officer's representative on property matters. The Property Administrator should be contacted regarding all matters pertaining to property administration. (End of clause)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section H - Special Contract Requirements

SPECIAL CONTRACT REQUIREMENTS

H.1 CONTRACTOR SUPPORT OF ELECTRONIC FACILITIES SUPPORT CONTRACTING (E-FSC)

The contractor is required to offer IQ pre-priced line item services to authorized Government personnel when they are ordering the work directly via the Government Purchase Card (GPC) program. When receiving GPC orders against Section B, the contractor shall provide the supplies and services at the offered price without additional markup or handling fee.

The contractor agrees to accept and process electronically submitted GPC orders for IQ services, including those orders issued through the DoD EMALL. The DoD EMALL is a U.S. Government (USG) owned and operated web-based ordering system that enables any Department of Defense (DoD) or Federal activity to search for and order goods and services. Authorized GPC users will receive approved accounts on DoD EMALL to view and order IQ line items. The current list of GPC users authorized to place orders with the contractor for services will be furnished by letter to the contractor from the Contracting Officer.

The contractor is required to receive electronic IQ orders from the DoD EMALL using 128-bit encrypted email. The contractor agrees to purchase, install, and utilize the most recent version of PGP Personal software, or a comparable solution, for the purpose of decrypting order notification emails from the DoD EMALL.

The contractor shall post updates on order delivery schedule and performance to the DoD EMALL in a timely manner.

The contractor shall track quantities and report total ordered quantity in DOD EMALL and approved DD 1155's by line item number each month and year-to-date. The report shall be due to the Contracting Officer by the fifth day of each preceding month. The contractor must track and report when total dollar value of all orders from both GPC purchases and DD 1155s exceed 75% of the combined Section B Pre-Priced Line Item quantities.

H.2 HISTORICAL AND ARCHAEOLOGICAL RESOURCES

Carefully protect in-place and report immediately to the Contracting Officer historical and archaeological items or human skeletal remains discovered in the course of work. Stop work in the immediate area of the discovery until directed by the Contracting Officer to resume work. The Government retains ownership and control over historical and archaeological resources.

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252.219-7009 SECTION 8(A) DIRECT AWARD (SEP 2007)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Washington Metropolitan Area District Office
740 15th Street, N.W., 3rd Floor
Washington, DC 20005-3544
Tel. 202-272-0345
Email: 8(a)Program@sba.gov
Reference Requirement Number: 0353/11/106425

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The 8(a) Contractor agrees that--

(1) It will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA's 8(a) regulations at 13 CFR 124.308), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Pub. L. 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

(End of Clause)

5252.216-9313 Maximum Quantities (JUN 1994)

As referred to in 5252.216-9310, 'COMBINATION FIRM FIXED-PRICE/INDEFINITE-QUANTITY CONTRACT' clause, the minimum guarantee of work is the firm fixed-price portion of the contract. The maximum dollar value of the contract is the total dollar value of the fixed-price and indefinite quantity items. The maximum shall not be exceeded except as may be provided for by formal modification to the contract.

(END OF CLAUSE)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section I - Contract Clauses

NONDISPLACEMENT CLAUSE

NONDISPLACEMENT OF QUALIFIED WORKERS CLAUSE

“(a) Consistent with the efficient performance of this contract, the contractor and its subcontractors shall, except as otherwise provided herein, in good faith offer those employees (other than managerial and supervisory employees) employed under the predecessor contract whose employment will be terminated as a result of award of this contract or the expiration of the contract under which the employees were hired, a right of first refusal of employment under this contract in positions for which employees are qualified. The contractor and its subcontractors shall determine the number of employees necessary for efficient performance of this contract and may elect to employ fewer employees than the predecessor contractor employed in connection with performance of the work. Except as provided in paragraph (b) there shall be no employment opening under this contract, and the contractor and any subcontractors shall not offer employment under this contract, to any person prior to having complied fully with this obligation. The contractor and its subcontractors shall make an express offer of employment to each employee as provided herein and shall state the time within which the employee must accept such offer, but in no case shall the period within which the employee must accept the offer of employment be less than 10 days.”

“(b) Notwithstanding the obligation under paragraph (a) above, the contractor and any subcontractors (1) may employ under this contract any employee who has worked for the contractor or subcontractor for at least 3 months immediately preceding the commencement of this contract and who “would otherwise face lay-off or discharge, (2) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor who are not service employees within the meaning of the Service Contract Act of 1965, as amended, 41 U.S.C. 357(b), and (3) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor whom the contractor or any of its subcontractors reasonably believes, based on the particular employee's past performance, has failed to perform suitably on the job.”

“(c) In accordance with Federal Acquisition Regulation 52.222-41(n), the contractor shall, not less than 10 days before completion of this contract, furnish the Contracting Officer a certified list of the names of all service employees working under this contract and its subcontracts during the last month of contract performance. The list shall also contain anniversary dates of employment of each service employee under this contract and its predecessor contracts either with the current or predecessor contractors or their subcontractors. The Contracting Officer will provide the list to the successor contractor, and the list shall be provided on request to employees or their representatives.”

“(d) If it is determined, pursuant to regulations issued by the Secretary of Labor (Secretary), that the contractor or its subcontractors are not in compliance with the requirements of this clause or any regulation or order of the Secretary, appropriate sanctions may be imposed and remedies invoked against the contractor or its subcontractors, as provided in Executive Order (No.) 13495, the regulations, and relevant orders of the Secretary, or as otherwise provided by law.”

“(e) In every subcontract entered into in order to perform services under this contract, the contractor will include provisions that ensure that each subcontractor will honor the requirements of paragraphs (a) through (b) with respect to the employees of a predecessor subcontractor or subcontractors working under this contract, as well as of a predecessor contractor and its subcontractors. The subcontract shall also include provisions to ensure that the subcontractor will provide the contractor with the information about the employees of the subcontractor needed by the contractor to comply with paragraph 5(c), above. The contractor will take such action with respect to any such subcontract as may be directed by the Secretary as a means of enforcing such provisions, including the imposition of sanctions for non-compliance: provided, however, that if the contractor, as a result of such direction, becomes involved in litigation with a subcontractor, or is threatened with such involvement, the contractor may request that the United States enter into such litigation to protect the interests of the United States.”

52.222-47 SCA MINIMUM WAGES

52.222-47 SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA).

As prescribed in 22.1006(d) and 22.1012-3(d)(1), insert the following clause:

Service Contract Act (SCA) Minimum Wages and Fringe Benefits (May 1989)

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offers shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent Contractor and the union. If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not attached to the solicitation, copies can be obtained from the Contracting Officer. Pursuant to Department of Labor Regulation, 29 CFR 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that agreement will apply to the contract resulting from this solicitation, notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the agreement are substantially at variance with the wages prevailing in the area.

(End of clause)

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	OCT 2010
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	APR 2010
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2010
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	DEC 2010
52.211-15	Defense Priority And Allocation Requirements	APR 2008
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	OCT 2010
52.215-11	Price Reduction for Defective Certified Cost or Pricing Data-- Modifications	OCT 2010
52.215-12	Subcontractor Certified Cost or Pricing Data	OCT 2010
52.215-13	Subcontractor Certified Cost or Pricing Data--Modifications	OCT 2010
52.215-14	Integrity of Unit Prices	OCT 2010
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.216-18	Ordering	OCT 1995
52.216-19	Order Limitations	OCT 1995
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	SEP 2010
52.222-36	Affirmative Action For Workers With Disabilities	OCT 2010
52.222-37	Employment Reports on Veterans	SEP 2010
52.222-41	Service Contract Act Of 1965	NOV 2007
52.222-41	Service Contract Act Of 1965	NOV 2007
52.222-50	Combating Trafficking in Persons	FEB 2009
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	DEC 2007
52.223-18	Contractor Policy to Ban Text Messaging While Driving	SEP 2010
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-1	Buy American Act--Supplies	FEB 2009
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.228-3	Worker's Compensation Insurance (Defense Base Act)	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.232-1	Payments	APR 1984
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	OCT 2010
52.232-18	Availability Of Funds	APR 1984
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-23	Assignment Of Claims	JAN 1986
52.232-25	Prompt Payment	OCT 2008
52.232-25	Prompt Payment	OCT 2008
52.232-32	Performance-Based Payments	AUG 2010
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.242-15	Stop-Work Order	AUG 1989
52.243-1	Changes--Fixed Price	AUG 1987
52.246-20	Warranty Of Services	MAY 2001
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	MAY 2004
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.204-0001	Line Item Specific: Single Funding	SEP 2009
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.215-7000	Pricing Adjustments	DEC 1991
252.219-7009	Section 8(a) Direct Award	SEP 2007
252.223-7001	Hazard Warning Labels	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	JAN 2009
252.225-7012	Preference For Certain Domestic Commodities	JUN 2010
252.227-7022	Government Rights (Unlimited)	MAR 1979
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.235-7004	Protection of Human Subjects	JUL 2009
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
5252.242-9300	Government Representatives	JAN 2003
5252.242-9305	Pre-Performance Conference	JAN 2003

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52.204-7 CENTRAL CONTRACTOR REGISTRATION (APR 2008)

(a) Definitions. As used in this clause--

Central Contractor Registration (CCR) database means the primary Government repository for Contractor information required for the conduct of business with the Government.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

Registered in the CCR database means that--

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database; and

(2) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN validation to the Government as a part of the CCR registration process.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) Via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(End of clause)

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52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the contract completion date.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.219-17 SECTION 8(a) AWARD (DEC 1996)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to Naval Facilities and Engineering Command Washington (NAVFAC Washington) the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the NAVFAC Washington Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of NAVFAC Washington.

CLAUSES INCORPORATED BY FULL TEXT

52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUN 2003)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified **acquisition** procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The [SBA Contractor to be determined at time of award] will notify the NAVFAC Washington Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (APR 2009)

(a) Definitions. As used in this clause--

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/services/contractingopportunities/sizestandardstopics/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it () is, () is not a small business concern under NAICS Code 561612 - assigned to contract number [to be determined at time of award].

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.222-43 FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE ADJUSTMENT
(MULTIPLE YEAR AND OPTION CONTRACTS) (SEP 2009)

(a) This clause applies to both contracts subject to area prevailing wage determinations and contracts subject to collective bargaining agreements.

(b) The Contractor warrants that the prices in this contract do not include any allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

(c) The wage determination, issued under the Service Contract Act of 1965, as amended, (41 U.S.C. 351, et seq.), by the Administrator, Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract. If no such determination has been made applicable to this contract, then the Federal minimum wage as established by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended, (29 U.S.C. 206) current on the anniversary date of a multiple year contract or the beginning of each renewal option period, shall apply to this contract.

(d) The contract price, contract unit price labor rates, or fixed hourly labor rates will be adjusted to reflect the Contractor's actual increase or decrease in applicable wages and fringe benefits to the extent that the increase is made to comply with or the decrease is voluntarily made by the Contractor as a result of:

(1) The Department of Labor wage determination applicable on the anniversary date of the multiple year contract, or at the beginning of the renewal option period. For example, the prior year wage determination required a minimum wage rate of \$4.00 per hour. The Contractor chose to pay \$4.10. The new wage determination increases the minimum rate to \$4.50 per hour. Even if the Contractor voluntarily increases the rate to \$4.75 per hour, the allowable price adjustment is \$.40 per hour;

(2) An increased or decreased wage determination otherwise applied to the contract by operation of law; or

(3) An amendment to the Fair Labor Standards Act of 1938 that is enacted after award of this contract, affects the minimum wage, and becomes applicable to this contract under law.

(e) Any adjustment will be limited to increases or decreases in wages and fringe benefits as described in paragraph (d) of this clause, and the accompanying increases or decreases in social security and unemployment taxes and workers' compensation insurance, but shall not otherwise include any amount for general and administrative costs, overhead, or profit.

(f) The Contractor shall notify the Contracting Officer of any increase claimed under this clause within 30 days after receiving a new wage determination unless this notification period is extended in writing by the Contracting Officer. The Contractor shall promptly notify the Contracting Officer of any decrease under this clause, but nothing in the clause shall preclude the Government from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and the change in fixed hourly rates (if this is a time-and-materials or labor-hour contract), and any relevant supporting data, including payroll records, that the Contracting Officer may reasonably require. Upon agreement of the parties, the contract price, contract unit price labor rates, or fixed hourly rates shall be modified in writing. The Contractor shall continue performance pending agreement on or determination of any such adjustment and its effective date.

(g) The Contracting Officer or an authorized representative shall have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor until the expiration of 3 years after final payment under the contract.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (JAN 2009)

(a) Definitions. As used in this clause--Commercially available off-the-shelf (COTS) item—

(1) Means any item of supply that is--

(i) A commercial item (as defined in paragraph (1) of the definition at 2.101);

(ii) Sold in substantial quantities in the commercial marketplace; and

(iii) Offered to the Government, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products. Per 46 CFR 525.1(c)(2), "bulk cargo" means cargo that is loaded and carried in bulk onboard ship without mark or count, in a loose unpackaged form, having homogenous characteristics. Bulk cargo loaded into intermodal equipment, except LASH or Seabee barges, is subject to mark and count and, therefore, ceases to be bulk cargo.

Employee assigned to the contract means an employee who was hired after November 6, 1986, who is directly performing work, in the United States, under a contract that is required to include the clause prescribed at 22.1803. An employee is not considered to be directly performing work under a contract if the employee--

(1) Normally performs support work, such as indirect or overhead functions; and

(2) Does not perform any substantial duties applicable to the contract.

Subcontract means any contract, as defined in 2.101, entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

Subcontractor means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime Contractor or another subcontractor.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

United States, as defined in 8 U.S.C. 1101(a)(38), means the 50 States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

(b) Enrollment and verification requirements.

(1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall--

(i) Enroll. Enroll as a Federal Contractor in the E-Verify program within 30 calendar days of contract award;

(ii) Verify all new employees. Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); and

(iii) Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within 90 calendar days after date of enrollment or within 30 calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of--

(i) All new employees. (A) Enrolled 90 calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(B) Enrolled less than 90 calendar days. Within 90 calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(ii) Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe; or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements at (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.

(4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986, rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986, within 180 calendar days of--

(i) Enrollment in the E-Verify program; or

(ii) Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contact information provided in the E-Verify program Memorandum of Understanding (MOU).

(5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(i) The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor will be referred to a suspension or debarment official.

(ii) During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

(c) Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

(d) Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee--

(1) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;

(2) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or

(3) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors.

(e) Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that--

(1) Is for--(i) Commercial or noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or

(ii) Construction;

(2) Has a value of more than \$3,000; and

(3) Includes work performed in the United States.

(End of clause)

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52.243-7 NOTIFICATION OF CHANGES (APR 1984)

(a) Definitions.

"Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer.

"Specifically authorized representative (SAR)," as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this subparagraph and shall be issued to the designated representative before the SAR exercises such authority.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(b) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing, within 7 calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state--

- (1) The date, nature, and circumstances of the conduct regarded as a change;
- (2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;
- (3) The identification of any documents and the substance of any oral communication involved in such conduct;
- (4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;
- (5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including--
 - (i) What contract line items have been or may be affected by the alleged change;
 - (ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;
 - (iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;
 - (iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and
- (6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall countermand any action which exceeds the authority of the SAR.

(d) Government response. The Contracting Officer shall promptly, within 7 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

- (1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;
- (2) Countermand any communication regarded as a change;
- (3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or
- (4) In the event the Contractor's notice information is inadequate to make a decision under (1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

and the date thereafter by which the Government will respond.

(e) Equitable adjustments.

(1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above.

Note: The phrases "contract price" and "cost" wherever they appear in the clause, may be appropriately modified to apply to cost-reimbursement or incentive contracts, or to combinations thereof.

(End of clause)

CLAUSES INCORPORATED BY FULL TEXT

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR: <http://www.arnet.gov/far/>

DFARS: <http://www.acq.osd.mil/dpap/dfars/index.htm>

NFAS: <http://acq.navfac.navy.mil/nfas.asp>

(End of clause)

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252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (MAY 2002) ALTERNATE III (MAY 2002)

(a) Definitions. As used in this clause --

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

- (1) "Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.
- (2) "Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.
- (3) "Foreign flag vessel" means any vessel that is not a U.S.-flag vessel.
- (4) "Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.
- (5) "Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.
- (6) "Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.
 - (i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.
 - (ii) "Supplies" includes (but is not limited to) public works; buildings and facilities; ships; floating equipment and vessels of every character, type, and description, with parts, subassemblies, accessories, and equipment; machine tools; material; equipment; stores of all kinds; end items; construction materials; and components of the foregoing.
- (7) "U.S.-flag vessel" means a vessel of the United States or belonging to the United States, including any vessel registered or having national status under the laws of the United States.
 - (b)(1) The Contractor shall use U.S.-flag vessels when transporting any supplies by sea under this contract.
 - (2) A subcontractor transporting supplies by sea under this contract shall use U.S.-flag vessels if--
 - (i) This contract is a construction contract; or
 - (ii) The supplies being transported are--
 - (A) Noncommercial items; or
 - (B) Commercial items that--
 - (1) The Contractor is reselling or distributing to the Government without adding value (generally, the Contractor does not add value to items that it contracts for f.o.b. destination shipment);
 - (2) Are shipped in direct support of U.S. military contingency operations, exercises, or forces deployed in humanitarian or peacekeeping operations; or
 - (3) Are commissary or exchange cargoes transported outside of the Defense Transportation System in accordance with 10 U.S.C. 2643.
- (c) The Contractor and its subcontractors may request that the Contracting Officer authorize shipment in foreign-flag vessels, or designate available U.S.-flag vessels, if the Contractor or a subcontractor believes that --
 - (1) U.S.-flag vessels are not available for timely shipment;
 - (2) The freight charges are inordinately excessive or unreasonable; or

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(3) Freight charges are higher than charges to private persons for transportation of like goods.

(d) The Contractor must submit any request for use of other than U.S.-flag vessels in writing to the Contracting Officer at least 45 days prior to the sailing date necessary to meet its delivery schedules. The Contracting Officer will process requests submitted after such date(s) as expeditiously as possible, but the Contracting Officer's failure to grant approvals to meet the shipper's sailing date will not of itself constitute a compensable delay under this or any other clause of this contract. Requests shall contain at a minimum --

(1) Type, weight, and cube of cargo;

(2) Required shipping date;

(3) Special handling and discharge requirements;

(4) Loading and discharge points;

(5) Name of shipper and consignee;

(6) Prime contract number; and

(7) A documented description of efforts made to secure U.S.-flag vessels, including points of contact (with names and telephone numbers) with at least two U.S.-flag carriers contacted. Copies of telephone notes, telegraphic and facsimile message or letters will be sufficient for this purpose.

(e) The Contractor shall, within 30 days after each shipment covered by this clause, provide the Contracting Officer and the Maritime Administration, Office of Cargo Preference, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590, one copy of the rated on board vessel operating carrier's ocean bill of lading, which shall contain the following information:

(1) Prime contract number;

(2) Name of vessel;

(3) Vessel flag of registry;

(4) Date of loading;

(5) Port of loading;

(6) Port of final discharge;

(7) Description of commodity;

(8) Gross weight in pounds and cubic feet if available;

(9) Total ocean freight in U.S. dollars; and

(10) Name of the steamship company.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in subcontracts that are for a type of supplies described in paragraph (b)(2) of this clause.

(End of clause)

5252.209-9300 Organizational Conflicts of Interest.

ORGANIZATIONAL CONFLICTS OF INTEREST (JUN 1994)

The restrictions described herein shall apply to the Contractor and its affiliates, consultants and subcontracts under this contract. If the Contractor under this contract prepares or assists in preparing a statement of work, specifications and plans, the Contractor and its affiliates shall be ineligible to bid or participate, in any capacity, in any contractual effort which is based on such statement of work or specifications and plans as a prime contractor, subcontractor, consultant or in any similar capacity. The Contractor shall not incorporate its products or services in such statement of work or specification unless so directed in writing by the Contracting Officer, in which case the restriction shall not apply. This contract shall include this clause in its subcontractor's or consultants' agreements concerning the performance of this contract.

(End of clause)

ALTERNATE I (JUN 1994). As prescribed in 9.507-2(b), add the following paragraphs to the basic clause:

(b) Some remedial action may be performed by the architect-engineer firm in order to prevent continued contamination that immediately endangers population or property.

(c) The Contractor shall provide a statement with his bid or proposal which concisely describes all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed hereunder. The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information prior to award. If a potential conflict is discovered after award, the Contractor shall make a full disclosure in writing to the Contracting Officer. The disclosure shall include a description of action which the Contractor proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the conflict of interest.

(d) In addition, the Contractor shall notify the Contracting Officer, in writing, of its intention to compete for, or accept the award of any contract for similar or related work for any Department of Defense, other Agency of the federal government, or state regulatory agency which may involve Navy sites. Such notification shall be made before the Contractor either competes for or accepts any such contract.

(e) Remedies: The Government may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organization conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the Contracting Officer, the Government may terminate the contract for default, or debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

(f) The Contractor further agrees to insert in any subcontract or consultant agreement hereunder, provisions which shall conform substantially to the language of this clause, including this paragraph (f). (End of clause)

5252.212-9300 Commercial Warranty.

COMMERCIAL WARRANTY (NOV 1998)

The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract. (End of clause)

5252.212-9301 Appointment of Ordering Officer(s) (OCT 1996)

Ordering Officers under this contract are authorized by the Contracting Officer to execute delivery/task orders provided the total price for the delivery/task order does not exceed the individual Contracting Officer(s) warrant limitations. The ordering officers are their specific authority shall be stated in this contract or in an appointment letter.

(END OF CLAUSE)

5252.216-9300 Combination Firm Fixed-Price/Indefinite Quantity Contract.

COMBINATION FIRM FIXED-PRICE/INDEFINITE QUANTITY CONTRACT (MAR 2002)

(a) This is a combination firm fixed-price/indefinite quantity contract for the supplies or services specified, and effective for the period stated in the Schedule and any accompanying exhibits. Work items for the fixed-price portion are identified in the Schedule and any accompanying exhibits and include all work except that identified as Indefinite Quantity. The fixed-price quantities shown in the Schedule and any accompanying exhibits are considered to be accurate estimates for this contract period.

(b) Work items for the indefinite quantity portion of the contract are identified in the Schedule and any accompanying exhibits. The quantities of supplies and services specified in accompanying exhibits and the Schedule as Indefinite Quantity are estimates only and may be ordered by issuance of separate task orders.

(c) Delivery or performance shall be made only as authorized by orders issued in accordance with FAR clause 52.216-18. Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule and any accompanying exhibits up to the contract stated maximum. The minimum guarantee of work to be ordered is the firm fixed-price portion of the contract.

(d) Except for any limitations on quantities in FAR clause 52.216-19, in the Schedule, and in any accompanying exhibits, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

5252.213 Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period. (End of clause)

ALTERNATE I (OCT 1996). As prescribed in 16.506-100(g)(2), substitute the following when paragraph (c) applies:

(a) This is a combination firm fixed-price/indefinite quantity contract for the supplies or services specified, and effective for the period stated in the Schedule and any accompanying exhibits. Work items for the fixed-price portion are identified in the Schedule and any accompanying exhibits and include all work except that identified as Indefinite Quantity. The fixed-price quantities shown in the Schedule and any accompanying exhibits are considered to be accurate estimates for this contract period.

(b) Work items for the indefinite quantity portion of the contract are identified in the Schedule and any accompanying exhibits. The quantities of supplies and services specified in the Schedule and any accompanying exhibits are estimates only and may be ordered by issuance of separate task orders.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

(c) Delivery or performance shall be made only as authorized by task orders issued in accordance with the ORDERING clause. . The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule and any accompanying exhibits up to the contract stated maximum. The minimum guarantee of work to be ordered is (fill-in)% of the total estimated quantity.

(d) Except for any limitations on quantities in FAR clause 52.216-19, in the Schedule, and any accompanying exhibits, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(e) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period. (End of clause)

5252.216-9301 **Option To Extend the Term of the Contract - Services.**

OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)

(a) The Government may extend the term of this contract for a term of one (1) to twelve (12) months by written notice to the Contractor within the performance period specified in the Schedule; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months. [Insert number of months] (End of clause)

5252.222-9305 **Work Performed By Individual Assigned Categories.**

WORK PERFORMED BY INDIVIDUAL ASSIGNED CATEGORIES (JUN 1994)

Regardless of any individual employee's normally assigned category of labor, the functions being performed by that individual during any period of work at a specific site shall determine the rate to be paid for that employee (e.g., a Chemist who is performing the duties of a Technician, Level 1, shall be charged at the fixed rate for a Technician, Level 1, during the period of time he or she is performing those duties).
(End of clause)

5252.216-9302 **Accident Prevention**

ACCIDENT PREVENTION (NOV 1998)

(a) The Contractor will maintain an accurate record of, and will report to the Contracting Officer in the manner and on the forms prescribed by the Contracting Officer, all accidents resulting in death, traumatic injury, occupation disease, and damage to property, materials, supplies and equipment incident to work performed under this contract.

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

- (b) Compliance with the provisions of this article by subcontractors will be the responsibility of the Contractor.
- (c) Prior to commencement of the work, the Contractor may be required to:
 - (1) submit in writing his proposals for effectuating provision for accident prevention;
 - (2) meet in conference with representatives of the Contracting Officer to discuss and develop mutual understanding relative to administration of the overall safety program. (End of Clause).

5252.213-9300 Substitutions of Key Personnel.

SUBSTITUTIONS OF KEY PERSONNEL (JUNE 1994)

The Contractor shall provide complete resumes for proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 days after receipt of all required information of the consent on substitutes. No change in fixed unit prices may occur as a result of key personnel substitution. (End of clause)

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

Section J - List of Documents, Exhibits and Other Attachments

SECTION J TABLE OF CONTENTS

SECTION J DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS TABLE OF CONTENTS	
Attachment No.	Title
0200000	
J-0200000-01	Acronyms and Definitions
J-0200000-02	Wage Determination – SCA WD-2005-2103 Updated in Amendment 02
J-0200000-03	Reference Documents
J-0200000-04	Partnering Policy
J-0200000-05	Forms – Updated in Amendment 02
J-0200000-06	Government Furnished Property, Equipment, Services and Material
J-0200000-06.1	MSC Specific Government Furnished Property, Equipment, Services and Material
J-0200000-06.2	NAVSEA Specific Government Furnished Property, Equipment, Services and Material – Updated in Amendment 03
J-0200000-06.3	NSF Arlington and Carderock Specific Government Furnished Property, Equipment, Services and Material
J-0200000-06.4	NRL CBD Specific Government Furnished Property, Equipment, Services and Material -- Updated in Amendment 03
J-0200000-06.5	NNMC Specific Government Furnished Property, Equipment, Services and Material
J-0200000-07	Invoicing Procedures removed with Amendment 01 since WAWF invoicing procedures in Section G will be used.
J-0200000-08	ELINS Exhibits -- Updated in Amendment 03
J-0200000-09	RAPIDGate Information and Enrollment Form included in Amendment 02
0401060	
J-0401060-01	Post Orders
J-0401060-02	Standard Operating Procedures (SOP)
J-0401060-02.1	MSC Combined Post Orders and SOP -- Updated in Amendment 03
J-0401060-02.2	NAVSEA Combined Post Orders and SOP -- Updated in Amendment 03
J-0401060-02.3	NSF Arlington and Carderock Post Orders and SOP -- Updated in Amendment 03
J-0401060-02.4	NRL CBD Combined Post Orders and SOP – Updated in Amendment 02
J-0401060-02.5	NNMC Combined Post Orders and SOP
J-0401060-03	Jurisdiction Geographic Areas
J-0401060-03.1	Maps

N40080-11-R-0467 SECURITY GUARD SERVICES
FOR NAVAL DISTRICT WASHINGTON

SECTION J DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS TABLE OF CONTENTS	
J-0401060-04	Standards of Conduct
J-0401060-05	Employment Suitability Criteria
J-0401060-06	Psychological Testing Requirements
J-0401060-07	Physical Fitness Program
J-0401060-08	Uniforms
J-0401060-09	Grooming Standards
J-0401060-10	Training Requirements
J-0401060-11	Safety Requirements
J-0401060-12	Weapons -- Updated in Amendment 03
J-0401060-13	References, Instructions, Directives
J-0401060-14	Post Manning Requirements Summary -- Updated in Amendment 03
J-0401060-15	Inventory Security Operations Equipment
J-0401060-16	Training Courses and Descriptions

J-0200000-05 FORMS

Attachment J-0200000-05
Amendment 02

Forms

Department of Defense (DD Form) 1155 ORDER FOR SUPPLIES AND SERVICES

Department of Defense (DD Form) 254 DEPARTMENT OF DEFENSE CONTRACT SECURITY
CLASSIFICATION SPECIFICATION (Blank Document)

See the following pages

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF	
1. CONTRACT/PURCH DISBURSEMENT NO.		2. DELIVERY ORDER/CALL NO.		3. DATE OF ORDER/CALL (YYYYMMDD)	4. REQUISITION/PURCH REQUEST NO.	5. PRIORITY
6. ISSUED BY		CODE	7. ADMINISTERED BY (if other than 6)		CODE	8. DELIVERY FOR
						<input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <small>(See Standard Form 6000)</small>
9. CONTRACTOR		CODE	FACILITY		10. DELIVER TO FOR FORT BY (Date) (YYYYMMDD)	11. IF BUSINESS IS
NAME AND ADDRESS						<input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
					12. DISCOUNT TERMS	
					13. MAIL INVOICE TO THE ADDRESS IN BLOCK	
14. SHIP TO		CODE	15. PAYMENT WILL BE MADE BY		CODE	MAKE ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
16. TYPE OF ORDER	DELIVERY/ CALL	This delivery order/call is issued as order Government agency or in accordance with and subject to terms and conditions of your numbered contract.				
	PURCHASE	Reference your _____ (under the following or terms specified herein).				
ADDENDUM: THE CONTRACTOR HEREBY ACCEPTS THE ORDER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.						
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)
(Write (see 12) manual; supplier must sign acceptance and return the following number of copies: _____)						
17. ACCOUNTING AND APPROPRIATION DATA (LOCAL USE)						
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE
If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and enclose.				24. UNITED STATES OF AMERICA		25. TOTAL
				BY: _____ CONTRACTING/ORDERING OFFICE		26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN						
<input type="checkbox"/> RESPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT ORIENT AS NOTED.						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.	29. S.O.D. VOUCHER NO.	30. INITIALS
				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	31. PAID BY	32. AMOUNT VOUCHER CORRECT FOR
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS		33. PAYMENT		
				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER	
35. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						
h. DATE (YYYYMMDD)		i. SIGNATURE AND TITLE OF CERTIFYING OFFICER		36. BILL OF LADING NO.		
37. RECEIVED AT	38. RECEIVED BY (Name)		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTRACTORS	41. S.O.B. ACCOUNT NUMBER	42. S.O. VOUCHER NO.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED:	
				b. LEVEL OF SAFEGUARDING REQUIRED:	
2. THIS SPECIFICATION IS FOR: (If not complete as applicable)				3. THIS SPECIFICATION IS: (If not complete as applicable)	
a. PRIME CONTRACT NUMBER		b. SUBCONTRACT NUMBER		c. SOLICITATION OR OTHER NUMBER	
d. DUE DATE (MM/DD/YY)		e. ORIGINAL (Complete date of issue)		Date (MM/DD/YY)	
f. REVISED (Supersede all previous ones)		Revision No.		Date (MM/DD/YY)	
g. FINAL (Complete item 3 in all cases)		Date (MM/DD/YY)		Date (MM/DD/YY)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 654? <input type="checkbox"/> YES <input type="checkbox"/> NO. If yes, complete the following: In response to the contractor's request dated _____, retention of the identified classified material is authorized for a period of: _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
a. NAME, ADDRESS, AND ZIP		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL DESCRIPTION OF THIS PROCUREMENT					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES		NO	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		YES		NO	
b. INFORMATION DATA		YES		NO	
c. OFFICIAL, UNCLASSIFIED INFORMATION		YES		NO	
d. NONCLASSIFIED INFORMATION		YES		NO	
e. UNCLASSIFIED INFORMATION		YES		NO	
f. UNCLASSIFIED INFORMATION		YES		NO	
g. UNCLASSIFIED INFORMATION		YES		NO	
h. UNCLASSIFIED INFORMATION		YES		NO	
i. UNCLASSIFIED INFORMATION		YES		NO	
j. UNCLASSIFIED INFORMATION		YES		NO	
k. UNCLASSIFIED INFORMATION		YES		NO	
l. UNCLASSIFIED INFORMATION		YES		NO	
m. UNCLASSIFIED INFORMATION		YES		NO	
n. UNCLASSIFIED INFORMATION		YES		NO	
o. UNCLASSIFIED INFORMATION		YES		NO	
p. UNCLASSIFIED INFORMATION		YES		NO	
q. UNCLASSIFIED INFORMATION		YES		NO	
r. UNCLASSIFIED INFORMATION		YES		NO	
s. UNCLASSIFIED INFORMATION		YES		NO	
t. UNCLASSIFIED INFORMATION		YES		NO	
u. UNCLASSIFIED INFORMATION		YES		NO	
v. UNCLASSIFIED INFORMATION		YES		NO	
w. UNCLASSIFIED INFORMATION		YES		NO	
x. UNCLASSIFIED INFORMATION		YES		NO	
y. UNCLASSIFIED INFORMATION		YES		NO	
z. UNCLASSIFIED INFORMATION		YES		NO	
aa. UNCLASSIFIED INFORMATION		YES		NO	
ab. UNCLASSIFIED INFORMATION		YES		NO	
ac. UNCLASSIFIED INFORMATION		YES		NO	
ad. UNCLASSIFIED INFORMATION		YES		NO	
ae. UNCLASSIFIED INFORMATION		YES		NO	
af. UNCLASSIFIED INFORMATION		YES		NO	
ag. UNCLASSIFIED INFORMATION		YES		NO	
ah. UNCLASSIFIED INFORMATION		YES		NO	
ai. UNCLASSIFIED INFORMATION		YES		NO	
aj. UNCLASSIFIED INFORMATION		YES		NO	
ak. UNCLASSIFIED INFORMATION		YES		NO	
al. UNCLASSIFIED INFORMATION		YES		NO	
am. UNCLASSIFIED INFORMATION		YES		NO	
an. UNCLASSIFIED INFORMATION		YES		NO	
ao. UNCLASSIFIED INFORMATION		YES		NO	
ap. UNCLASSIFIED INFORMATION		YES		NO	
aq. UNCLASSIFIED INFORMATION		YES		NO	
ar. UNCLASSIFIED INFORMATION		YES		NO	
as. UNCLASSIFIED INFORMATION		YES		NO	
at. UNCLASSIFIED INFORMATION		YES		NO	
au. UNCLASSIFIED INFORMATION		YES		NO	
av. UNCLASSIFIED INFORMATION		YES		NO	
aw. UNCLASSIFIED INFORMATION		YES		NO	
ax. UNCLASSIFIED INFORMATION		YES		NO	
ay. UNCLASSIFIED INFORMATION		YES		NO	
az. UNCLASSIFIED INFORMATION		YES		NO	
ba. UNCLASSIFIED INFORMATION		YES		NO	
bb. UNCLASSIFIED INFORMATION		YES		NO	
bc. UNCLASSIFIED INFORMATION		YES		NO	
bd. UNCLASSIFIED INFORMATION		YES		NO	
be. UNCLASSIFIED INFORMATION		YES		NO	
bf. UNCLASSIFIED INFORMATION		YES		NO	
bg. UNCLASSIFIED INFORMATION		YES		NO	
bh. UNCLASSIFIED INFORMATION		YES		NO	
bi. UNCLASSIFIED INFORMATION		YES		NO	
bj. UNCLASSIFIED INFORMATION		YES		NO	
bk. UNCLASSIFIED INFORMATION		YES		NO	
bl. UNCLASSIFIED INFORMATION		YES		NO	
bm. UNCLASSIFIED INFORMATION		YES		NO	
bn. UNCLASSIFIED INFORMATION		YES		NO	
bo. UNCLASSIFIED INFORMATION		YES		NO	
bp. UNCLASSIFIED INFORMATION		YES		NO	
bq. UNCLASSIFIED INFORMATION		YES		NO	
br. UNCLASSIFIED INFORMATION		YES		NO	
bs. UNCLASSIFIED INFORMATION		YES		NO	
bt. UNCLASSIFIED INFORMATION		YES		NO	
bu. UNCLASSIFIED INFORMATION		YES		NO	
bv. UNCLASSIFIED INFORMATION		YES		NO	
bw. UNCLASSIFIED INFORMATION		YES		NO	
bx. UNCLASSIFIED INFORMATION		YES		NO	
by. UNCLASSIFIED INFORMATION		YES		NO	
bz. UNCLASSIFIED INFORMATION		YES		NO	
ca. UNCLASSIFIED INFORMATION		YES		NO	
cb. UNCLASSIFIED INFORMATION		YES		NO	
cc. UNCLASSIFIED INFORMATION		YES		NO	
cd. UNCLASSIFIED INFORMATION		YES		NO	
ce. UNCLASSIFIED INFORMATION		YES		NO	
cf. UNCLASSIFIED INFORMATION		YES		NO	
cg. UNCLASSIFIED INFORMATION		YES		NO	
ch. UNCLASSIFIED INFORMATION		YES		NO	
ci. UNCLASSIFIED INFORMATION		YES		NO	
cj. UNCLASSIFIED INFORMATION		YES		NO	
ck. UNCLASSIFIED INFORMATION		YES		NO	
cl. UNCLASSIFIED INFORMATION		YES		NO	
cm. UNCLASSIFIED INFORMATION		YES		NO	
cn. UNCLASSIFIED INFORMATION		YES		NO	
co. UNCLASSIFIED INFORMATION		YES		NO	
cp. UNCLASSIFIED INFORMATION		YES		NO	
cq. UNCLASSIFIED INFORMATION		YES		NO	
cr. UNCLASSIFIED INFORMATION		YES		NO	
cs. UNCLASSIFIED INFORMATION		YES		NO	
ct. UNCLASSIFIED INFORMATION		YES		NO	
cu. UNCLASSIFIED INFORMATION		YES		NO	
cv. UNCLASSIFIED INFORMATION		YES		NO	
cw. UNCLASSIFIED INFORMATION		YES		NO	
cx. UNCLASSIFIED INFORMATION		YES		NO	
cy. UNCLASSIFIED INFORMATION		YES		NO	
cz. UNCLASSIFIED INFORMATION		YES		NO	
da. UNCLASSIFIED INFORMATION		YES		NO	
db. UNCLASSIFIED INFORMATION		YES		NO	
dc. UNCLASSIFIED INFORMATION		YES		NO	
dd. UNCLASSIFIED INFORMATION		YES		NO	
de. UNCLASSIFIED INFORMATION		YES		NO	
df. UNCLASSIFIED INFORMATION		YES		NO	
dg. UNCLASSIFIED INFORMATION		YES		NO	
dh. UNCLASSIFIED INFORMATION		YES		NO	
di. UNCLASSIFIED INFORMATION		YES		NO	
dj. UNCLASSIFIED INFORMATION		YES		NO	
dk. UNCLASSIFIED INFORMATION		YES		NO	
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dm. UNCLASSIFIED INFORMATION		YES		NO	
dn. UNCLASSIFIED INFORMATION		YES		NO	
do. UNCLASSIFIED INFORMATION		YES		NO	
dp. UNCLASSIFIED INFORMATION		YES		NO	
dq. UNCLASSIFIED INFORMATION		YES		NO	
dr. UNCLASSIFIED INFORMATION		YES		NO	
ds. UNCLASSIFIED INFORMATION		YES		NO	
dt. UNCLASSIFIED INFORMATION		YES		NO	
du. UNCLASSIFIED INFORMATION		YES		NO	
dv. UNCLASSIFIED INFORMATION		YES		NO	
dw. UNCLASSIFIED INFORMATION		YES		NO	
dx. UNCLASSIFIED INFORMATION		YES		NO	
dy. UNCLASSIFIED INFORMATION		YES		NO	
dz. UNCLASSIFIED INFORMATION		YES		NO	
ea. UNCLASSIFIED INFORMATION		YES		NO	
eb. UNCLASSIFIED INFORMATION		YES		NO	
ec. UNCLASSIFIED INFORMATION		YES		NO	
ed. UNCLASSIFIED INFORMATION		YES		NO	
ee. UNCLASSIFIED INFORMATION		YES		NO	
ef. UNCLASSIFIED INFORMATION		YES		NO	
eg. UNCLASSIFIED INFORMATION		YES		NO	
eh. UNCLASSIFIED INFORMATION		YES		NO	
ei. UNCLASSIFIED INFORMATION		YES		NO	
ej. UNCLASSIFIED INFORMATION		YES		NO	
ek. UNCLASSIFIED INFORMATION		YES		NO	
el. UNCLASSIFIED INFORMATION		YES		NO	
em. UNCLASSIFIED INFORMATION		YES		NO	
en. UNCLASSIFIED INFORMATION		YES		NO	
eo. UNCLASSIFIED INFORMATION		YES		NO	
ep. UNCLASSIFIED INFORMATION		YES		NO	
eq. UNCLASSIFIED INFORMATION		YES		NO	
er. UNCLASSIFIED INFORMATION		YES		NO	
es. UNCLASSIFIED INFORMATION		YES		NO	
et. UNCLASSIFIED INFORMATION		YES		NO	
eu. UNCLASSIFIED INFORMATION		YES		NO	
ev. UNCLASSIFIED INFORMATION		YES		NO	
ew. UNCLASSIFIED INFORMATION		YES		NO	
ex. UNCLASSIFIED INFORMATION		YES		NO	
ey. UNCLASSIFIED INFORMATION		YES		NO	
ez. UNCLASSIFIED INFORMATION		YES		NO	
fa. UNCLASSIFIED INFORMATION		YES		NO	
fb. UNCLASSIFIED INFORMATION		YES		NO	
fc. UNCLASSIFIED INFORMATION		YES		NO	
fd. UNCLASSIFIED INFORMATION		YES		NO	
fe. UNCLASSIFIED INFORMATION		YES		NO	
ff. UNCLASSIFIED INFORMATION		YES		NO	
fg. UNCLASSIFIED INFORMATION		YES		NO	
fh. UNCLASSIFIED INFORMATION		YES		NO	
fi. UNCLASSIFIED INFORMATION		YES		NO	
fj. UNCLASSIFIED INFORMATION		YES		NO	
fk. UNCLASSIFIED INFORMATION		YES		NO	
fl. UNCLASSIFIED INFORMATION		YES		NO	
fm. UNCLASSIFIED INFORMATION		YES		NO	
fn. UNCLASSIFIED INFORMATION		YES		NO	
fo. UNCLASSIFIED INFORMATION		YES		NO	
fp. UNCLASSIFIED INFORMATION		YES		NO	
fq. UNCLASSIFIED INFORMATION		YES		NO	
fr. UNCLASSIFIED INFORMATION		YES		NO	
fs. UNCLASSIFIED INFORMATION		YES			

<p>12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public consumption except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.</p> <p><input type="checkbox"/> DIRECT <input type="checkbox"/> THROUGH (Specify)</p>		
<p>In the Directorate for Protection of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review. In the case of non-DoD User agencies, requests for disclosure shall be submitted to that agency.</p>		
<p>13. SECURITY GUIDANCE. This security classification procedure number for this classified effort is identified below. If any difficulty is encountered in applying the guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommendations designed to change the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the effect identified below. Pending final decision, the information submitted shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort: Atomic, or for work under separate compartment, any other events/policies/conditions requiring special handling, add additional pages as needed to provide complete guidance.)</p>		
<p>14. ADDITIONAL SECURITY. Requirements, in addition to MSPC requirements, are established in the contract. (If Yes, identify the pertinent compartment cluster in the contract document itself, or provide an appropriate reference which identifies additional requirements. Provide a copy of the requirements to the cognate security office. Use item 13 if additional space is required.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognate security office. (If yes, indicate and identify specific areas or elements of contract not under the security responsibility of the cognate security office. Use item 13 if additional space is required.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All exceptions shall be referred to the official named below.</p>		
a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
d. ADDRESS (Include Zip Code)		<p>17. REQUIRED DISTRIBUTION</p> <p><input type="checkbox"/> a. CONTRACTOR</p> <p><input type="checkbox"/> b. SUBCONTRACTOR</p> <p><input type="checkbox"/> c. COGNATE SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</p> <p><input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</p> <p><input type="checkbox"/> e. ADMINISTRATIVE CONTROLLING OFFICER</p> <p><input type="checkbox"/> f. OTHER AS NECESSARY</p>
e. SIGNATURE		

J-0401060-02.4 NRL CBD POST

Attachment J-0401060-02.4
Amendment 02

NRL CBD Combined Post Orders and SOP

INDEX

This Attachment applies to all NRLCBD services under Contract SLIN Series items ending in AH, including all services in the FFP ELINs ending in the 008 series and IDIQ ELINs ending in the 002 series.

SPECIFIC NRLCBD POST ORDERS:

GENERAL POST ORDERS – Page 2

POST ORDERS FOR NRLCBD POST NUMBER 1-PM and 1-SS – Page 3

POST ORDERS FOR NRLCBD POST NUMBER 2 – Page 6

POST ORDERS FOR NRLCBD POST NUMBER 3 – Page 8

POST ORDERS FOR NRLCBD POST NUMBER 4 – Page 9

GENERAL NRLCBD SOP REQUIREMENTS

1. General Requirements – Page 10

1.1 Background – Page 10

1.2 Facility Clearance – Page 10

1.3 Individual Employee Security Clearances – Page 10

1.4 Post Staffing Requirements and Brief Description – Page 10

1.5 Key Personnel – Page 11

1.6 Non-Key Personnel – Page 12

1.7 NRLCBD Contractor's Security Operations Site Management – Page 12

1.8 Records and Reports – Page 12

1.9 NRLCBD Site Supervision – Page 12

1.10 Communications – Page 12

1.11 Authority and Jurisdiction – Page 12

2. Entry Control Point (ECP) Operations – Page 12

INDIVIDUAL NRLCBD SOPs

NRLCBD SOP# 1 Arming of Guards and Use of Deadly Force – Page 13

NRLCBD SOP# 2 Bomb Threats – Page 15

NRLCBD SOP# 3 Lost and Found Articles – Page 16

NRLCBD SOP# 4 Apprehension of Persons – Page 17

NRLCBD SOP# 5 Law Enforcement Agencies – Page 18

NRLCBD SOP# 6 Dealing with News Media at CBD – Page 19

NRLCBD SOP# 7 Disaster, Civil Disorder, and Unauthorized Entry – Page 20
NRLCBD SOP# 8 Maintenance Problems – Page 21
NRLCBD SOP# 9 Wastewater Treatment Plant – Page 22
NRLCBD SOP#10 Inclement Weather – Page 24
NRLCBD SOP#11 Commercial Deliveries – Page 25
NRLCBD SOP#12 Security Alarms – Page 27
NRLCBD SOP#13 Enforcing Traffic Movement at Main Gate – Page 30
NRLCBD SOP#14 Reporting Security Violations – Page 32
NRLCBD SOP#15 Inspection of Navy Dock – Page 33
NRLCBD SOP#16 Utility Outages – Page 34
NRLCBD SOP#17 Tilghman Island Alarm Response – Page 36

NRLCBD GENERAL POST ORDERS

1. Protect all property, material, and equipment belonging to the Government, its employees, and contractors from unauthorized access, loss, theft, trespass, espionage, sabotage, or malicious destruction.
2. Apprehend all unauthorized persons entering or attempting to enter any area under the contractor's responsibility.
3. Participate, coordinate and assist in the execution of disaster control, civil defense plans and mobilization exercises that effect the installation.
4. Turn over custody of any "Lost and Found" articles to the Contracting Officer's Technical Representative (COR)/CBD Customer Liaison via the Shift Supervisor/PM. Document the circumstances of receipt or discover using the CBD Security Incident/Maintenance Report (3522/1) form.
5. Be on the alert for any evidence of fires during the conduct of normal patrol activities. Any such evidence shall be reported immediately to the Fire Department. Guard Force members shall provide emergency assistance to the Fire Department at the location of any fire on station.
6. Provide appropriate assistance to all injured or sick individuals found while on duty until professional help is obtained.
7. Notify the Guard Shift Supervisor of potentially hazardous conditions. On-the-spot corrections to these conditions shall be made whenever appropriate and possible and reasonably safe to do so. Security Incident/Maintenance Report (3522/1) form shall be used to document findings and actions taken.
8. Report all serious incidents, accidents, etc. to the PM/Shift Supervisor immediately by radio or telephone or in-person, whichever method is most expeditious and safe.
9. Contractor employees shall not disturb equipment, materials, briefcases, documents, papers or other items on desks, open desk drawers or cabinets, etc. or use government telephones except as authorized in the performance of their duties.
10. Be on the alert for utilities outages and notify the CBD Customer Liaison if station electrical power goes off and remains off for more than 10 minutes.

POST ORDERS FOR NRLCBD POST 1-PM

In addition to all applicable SOP requirements, and upon assuming duty at this Post, the individual assigned shall be responsible for, but not limited to, the following:

a. General. Post Number 1-PM is a Fixed Post located in Building 6 Room 114, 114B and 115. It is an administrative and supervisory post manned by the Project Manager 8 hours per day, five days per week. The PM may not function as the Post 1-SS.

b. Duties:

1. Screen personnel upon assignment and annually to ensure they have records indicating maturity, good judgment, trustworthiness, and a positive attitude toward the Department of the Navy and national security. Use NDW/Regional Arms, Ammunition and Explosive (AA&E) forms to document the screening.
2. Report loss of Company-owned AA&E to the Naval Criminal Investigative Service (NCIS) and CBD Customer Liaison.
3. Increase security checks during civil unrest, natural disasters, or other emergencies.
4. Assist in the development of contingency plans, confrontation management instructions, and disaster preparedness plans to include additional security protection for AA&E and SCIFs.
5. Conduct unannounced openings of alarmed spaces to evaluate reactions of the control station alarm monitor and the security force. This must be coordinated with the Customer Liaison and Individual in charge of the area.
6. Review guard procedures at least semiannually and recommend changes to the CBD Customer Liaison and COR, with emphasis on guard post placement and guard orientation. This review must be documented on NDW/NSA Annapolis forms.
7. Drill the security force at least semiannually on their response to threats to AA&E storage areas and SCIFs.
8. Maintain dates, times, and results of security force drills, including deficiencies and corrective action, recorded and provide copies to the COR and CBD Customer Liaison.
9. Provide deadly force training and have each member of the security force sign a statement acknowledging deadly force training.
10. Establish and train the security force on duress procedures. The duress code words or gestures should use common language or motions, and are changed frequently.
11. Conduct periodic unscheduled visits to all security post, spaces and patrols.
12. Maintain personnel files on each person to include the following:
 - a. Maintain copies of AA&E screening forms and dates of initial screening, re-screening, and associated interviews entered in the persons' training record and kept for at least 6 months after termination of his or her assignment.
 - b. Deadly force training and acknowledgement.
 - c. Fire Arms Qualification record for annual and sustainment training.
 - d. Documentation on all training.
13. Monitor activities and conditions to determine whether security is adequate
14. Advise the CBD Customer Liaison or other management officials of unusual conditions or situations requiring further actions or decisions

POST ORDERS FOR NRLCBD POST 1-SS

In addition to all applicable SOP requirements, and upon assuming duty at this Post, the individual assigned shall be responsible for, but not limited to, the following:

a. General. Post Number 1-SS is a Fixed Post located in Building 6, Room 114 and 114B. It is an administrative and supervisory post manned by the Project Manager and/or Shift Supervisor 24 hours per day, seven days per week. A qualified Shift Supervisor must be present whenever the Project Manager is absent.

a. Duties:

1. Buildings 1, 4, CRF and Magazines A, B, TM-1, TM-2, 324, 325 and 326 are security response priorities.
2. Monitor the fire and security alarm panels and associated computer hardware and software.
 - a. Dispatch a response to all alarms.
 - b. Investigate all fire alarms call 9-911 if fire or smoke is present.
3. Maintain a daily log of all alarms using the NRLCBD 3522/4 form.
4. Maintain a daily log NRLCBD 3522/3 Form, record all guard checks, alarms and incidents.
5. Dispatch routine patrols on an irregular basis varying the routes.
6. Increase patrols at night, during in climate weather and increased threat conditions.
7. Operate a security communications network using correct radio procedures.
8. Answer incoming telephone calls. The Security Guard Force may occasionally receive incoming telephone calls during and outside of normal working hours asking about points of contact. The government will provide the Contractor correct telephone numbers for the appropriate individuals to be contacted, in emergency situations the CBD Customer Liaison will be contacted to take required action.
9. Prepare, Produce and Submit required inspection, incident and other reports and data requirements, utilizing guard force posts for timely, appropriate and proper report initiations. All required reports shall be typewritten or printed on the appropriate DOD, Navy, NRL or CBD forms, or blank paper. Follow-up and or additional/supplemental reports shall be submitted to clarify or transmit additional information, as necessary. The Contractor shall report all serious incidents, accidents, etc. to the CBD Customer Liaison and COR immediately by telephone.
10. Supervise Guards on-duty.
11. Conduct a formal 15 minute guard mount before each shift with oncoming guards.
12. Monitor activities and conditions to determine whether security is adequate.
13. Advise the CBD Customer Liaison or other management officials of unusual conditions or situations requiring further actions or decisions.

14. Investigate incidents and traffic accidents occurring on the site and coordinate with other investigative agencies as authorized.
15. Provide entry/exit control for Gates 1 and 3 whenever the Main Gate is unmanned.
16. Maintain a record (NRLCBD Security Form 3522/2) of all persons entering and departing the installation outside of scheduled government working hours (2100 to 0500 Mondays through Fridays, and 24 hours per day on weekends and holidays).
17. Raise the United States flag at 0800 and lower it at sunset each day.
18. Be on the alert for utilities outages and notify the CBD Customer Liaison if station electrical power goes off and remains off for more than 10 minutes.
19. Perform other security-related activities necessary to meet the overall security requirements.
20. Turn over custody of any "Lost and Found" articles to the Contracting Officer's Technical Representative (COR). Document the circumstances of receipt or discover using the NRLCBD Security Incident/Maintenance Report (3522/1) form.
21. Prepare and Maintain Supervisors' Shift Reports on NRLCBD Form 3522/3 for each shift and submit to NRLCBD Customer Liaison/COR as per Section F.
22. Perform a comprehensive inspection of the perimeter fence monthly, and prepare and submit inspection report of findings as per Section F.
23. Prepare and submit NRLCBD Security Operations Summary reports as per Section F.
24. Maintain and use Pass Down logs.
25. Prepare and Submit Roving Patrol Building Tour schedules as per Section F.

POST ORDERS FOR NRLCBD POST 2

In addition to all NRLCBD SOP requirements, and upon assuming duty at this Post, the individual assigned shall be responsible for, but not limited to, the following:

a. General. Post Number 2 is a combined Fixed and Roving Mobile Post. Between the hours of 0530 through 1700 and whenever the gate is opened, it is located at the Main Gate unless response to an alarm or other emergency requires the guard's presence elsewhere. During other hours, this post is a mobile/foot roving inspection post accomplishing the duties of the lock-up and un-lock round or other shift inspection duties. This post is the primary responder to all alarms. It is manned 24 hours per day, seven days per week.

b. Duties:

1. Entry/Exit Control. Control vehicle and personnel access to CBD. See SOP # 13 for additional information.
 - a. Positive identification of all persons, vehicles and material entering or leaving CBD. Authorized identification includes NRL issued badges; State issued Drivers License, Passports and Visas.
 - b. Enforce the approved NRL access badge system to identify and control all military and civilian permanent and temporary employees, and visitors. Access privileges per badge type are as follows:
 - c. Visitors.
 - (1) Log in all visitors.
 - (2) Official visitors only during their sponsor presence and/or normal business hours 07:45 to 16:15.
 - (3) Unofficial visitors with Code 1224 approval and presence of their sponsor.
 - d. Log all personnel in an out of the station during OOH Hours 2100 to 0500 weekdays, all day weekends, holidays and base closures.
 - e. Persons possessing NRL badges shall be required to present their badges for the guard's inspection.
 - (1) Expired badges will be immediately recovered and turned over to the CBD Customer Liaison.
 - f. Issue visitor badges to authorized visitors. Write the visitor name, initials and date issued on the badge face. Include FN for foreign nationals.
 - (1) The Guard Force will obtain approval of the visitor by a list provided by the Customer Liaison or researchers and/or contact the POC by phone.
 - (2) Approved Foreign Nationals make a copy of their passport or visa and forwarded it to the Customer Liaison.

- g. Ask all visitors to declare photographic equipment. Advise them the equipment is not authorized and that they have the option of turning it over to the Guard Force until they leave the station or removing it from the station. Camera phones may be retained however they may not be used for photography.
 - h. Emergency Response vehicles responding to an emergency will not be delayed to comply with badging requirements. Annotate the daily log with the time and vehicle number.
 - i. Government vehicles shall be inspected for approved cargo, occupants and proper trip ticket.
 - j. Government property leaving CBD shall be inspected to ensure it is documented in (i.e., covered by) a valid property pass.
- 2. Perform random vehicle searches of privately owned vehicles to detect any unauthorized removal of government property. The security guard shall retain any confiscated materials and transfer custody of them to the COR for proper disposition.
- 3. Issue and control Delivery Vehicle Pass (HQ-NRL 5521/2) as per Section F.
- 4. Perform mobile roving foot/vehicle patrols. Use a combination of foot and vehicular means using the method appropriate to the nature of the specific patrol. A complete inspection of each building shall be made during the "Lock-Up" Round, which shall begin at 1700 hours and these areas will be unlocked at 0500 hours. During the lock-up round; check all mechanical rooms, security containers, and doors. Turn off unnecessary lights and close windows. Report any abnormal conditions (such as no heat, excessive heat, water leaks, unsecured equipment, etc. Mobile rounds shall be performed every two hours during the period from 1700 to 0530 hours, unless the main gate needs to be manned. Specific duties during roving post patrols include, but are not limited to the following:
 - a. Secure Gate 1 (Main Gate), Gate 4 (North Bldg-76), Gate 5 (Bldg 27), Gate 6 (East Bldg 6), and Gate 8 (Hollow Road).
 - b. Inspection of post areas for the presence of persons trespassing or intruding, violations of NRL, security violations, fire hazards, safety hazards, utilities problems, equipment malfunctions, and signs of other abnormal conditions. All security guards must have a complete knowledge of the locations of all station mechanical rooms in order to perform this work.
 - c. Inspection of each security container. This inspection shall include testing the individual drawers and doors and turning dials to ensure that the lock has been properly secured, surveying each container for possible attempts at unauthorized entry, checking for possible damage to security locks, and survey of all post areas for any classified material not properly stored. The Standard Form, 702 Security Container Sheet shall be initialed and time and date annotated.
 - d. Check magazines 324, 325 and 326 for the Anti-Intrusion Barrier over the lock.
 - e. Physically check each lock on magazines A, B, TM-1, and TM-2.
 - f. Inspection of the perimeter fence and conditions along it.
 - g. Inspection of Level 2 restricted areas, including the perimeter barriers for such areas
 - h. Inspection of the Navy Dock facilities
 - i. Inspection of the Sewage Treatment Plant

- j. Inspection of Sewage Lift Stations at Buildings 29 and 87
 - k. Inspection of the Seawall areas and pier
 - l. Inspection of building mechanical rooms
5. Block traffic for all slow moving vehicles crossing the highway.
6. On weekends and holidays, the guard shall perform mobile roving foot/vehicle patrols of all areas identified above under item b.4 (items a. thorough l) once every two hours during the shift when the main gate is not manned.

POST ORDERS FOR NRLCBD POST 3

In addition to all NRLCBD SOP requirements, and upon assuming duty at this Post, the individual assigned shall be responsible for, but not limited to, the following:

a. General. Post Number 3 is a combined Fixed and Roving Foot Post located at the Communications Research Facility (CRF) at CBD. It is manned 24 hours per day, seven days per week. See NRL General SOP, Paragraph 1.3 for details on Post Staffing Requirements.

b. Duties:

1. Entry/Exit Control. Control personnel access to the CRF. Positive identification of all persons entering or leaving the CRF, as well as normal law enforcement and disaster duties.
2. Perform a perimeter patrol on foot, on a random basis once per hour or more frequently, as a result of THREATCON conditions.

POST ORDERS FOR NRLCBD POST 4

In addition to all NRLCBD SOP requirements, and upon assuming duty at this Post, the individual assigned shall be responsible for, but not limited to, the following:

a. General. Post Number 4 is a combined Fixed and Roving Foot Post located at CBD Main Site and two satellite facilities which are the Tilghman Island Facility (approximately 93 miles driving distance from the CBD Main Site), or the Navy Dock Facility (approximately 2 miles from the CBD Main Site). Work under this post will be ordered in advance, using signed DD 1155 Delivery Orders citing the IDIQ Indefinite Quantity portion of this contract. This post is activated only at such times as classified research projects or THREATCON conditions present a need for additional security measures, or local festivities such as public events or fireworks displays necessitate increased security measures. Duties will be thoroughly defined normally twenty-four (24), but not less than four (4) hours, in advance before the actual post begins. The contract schedule, Section B, indicates the annual maximum number of man-hours order ceilings for each period of the contract.

b. Duties:

1. Duties are anticipated to be similar to those listed under Posts 2 and 3, but tailored to the specific Delivery Order requirements.

c. Example Delivery Order Scope for NRL CBD Post 4. This example is based on a real case and similar scopes have been used in previous years to provide security services during a specific event.

“The Contractor shall man a special security post 4 at the CBD Navy Dock for a period of 12 hours, from 1100 to 2300 hours on July 4, Independence Day holiday. The Independence Day Post 4 shall coincide with the Chesapeake Beach City/Town fireworks display. If the Chesapeake Beach Independence Day event falls on a day other than Independence Day, then the Post 4 shall be manned from 1800 to 2300 hours.”

GENERAL NRLCBD SOP REQUIREMENTS

1. General Requirements. To obtain armed guard services at the Naval Research Laboratory's (NRL) site at Chesapeake Bay Detachment (CBD) and related specified locations in Maryland. The Contractor shall furnish all necessary materials, labor, equipment and facilities, except as indicated in the contract to be Government provided. The Contractor shall provide security, protection, patrol and other services twenty four hours (24) each day, seven (7) days a week.

1.1 Background. The Contractor's Security Guard Force constitutes the most important element of the Chesapeake Bay Detachment (CBD) security program. The CBD, located about 40 miles southeast of Washington, D.C on Route 261 south of the town of Chesapeake Beach in Calvert County, Maryland is a Navy-owned research facility. It is located in a rural area away from any congestion or industrial interference. The area covers 160 acres with approximately one hundred fifty buildings and structures of various sizes and construction, ten of which are major laboratory buildings. The facility is available for use by all divisions of the Naval Research Laboratory and by other government activities. Classified research projects are performed at CBD. Classified documents are stored on the site. Classified reports, magnetic tapes, pictures, etc. are generated. Compromise of this information could cause serious damage to the security of the United States. Because test and evaluation of electronic equipment is a major activity, a large quantity of valuable electronics equipment is located in various areas, structures and buildings. The major portion of the land area and buildings at the site constitute a "Controlled Area" as defined in OPNAVINST 5530.14C (Naval Physical Security). Small satellite facilities located in the town of Chesapeake Beach and on Tilghman Island are also under the control of the NRL Chesapeake Bay Detachment and are included in this contract's scope of work for NRLCBD services. There is a Navy Dock Facility in the town of Chesapeake Beach two miles north of CBD, on the shore side of Route 162. Security Services will be required, on occasion, at the Tilghman Island Facility, located ten miles east of CBD across the Chesapeake Bay on Maryland's Eastern Shore.

1.2 Facility Clearance. A Top Secret Facility Clearance is required for this Contractor to perform guard services at NRLCBD, before any work begins. The Contractor shall furnish the information required by appropriate authorities to process this clearance.

1.3 Individual Employee Security Clearances. All Contractor employees assigned to perform guard services at NRLCBD must pass a favorable National Agency Check and must possess clearances as follows:

CBD Site Project Manager: Final Top Secret

All Shift Supervisors: Final Secret

All other Guards: Final Secret

The Contractor shall complete all necessary forms and provide other information as required by the Navy Industrial Security Clearance Office NISCO, for the purpose of initiating clearance requests. The Contractor shall provide the Contracting Officer two copies of the Letters of Consent received from NISCO granting such clearances prior to assignment of any employee to duty.

1.4 Post Staffing Requirements and Brief Description.

1.4.1. NRLCBD POST 1-PM/1-SS. Post Number 1 (which is the set of Post Numbers 1-PM and 1-SS) is a Fixed Post under normal situations, but may be required to respond to other situations. This post is located in Building # 6. It is an administrative and supervisory post manned by the Project Manager (called Post 1-PM) and Shift Supervisor (called Post 1-SS) 24 hours per day, seven days per week. A qualified Shift Supervisor must be present whenever the Project Manager is absent.

<u>Shift</u>	<u>Time Period</u>	<u>Post Number (s)</u>
Shift 1	0800 – 1600 Sundays and Holidays)	Post 1-PM (Mondays-Fridays) and Post 1-SS (7 days per week, including Saturdays,
Shift 2	1600 – 2400	Post 1-SS (7 days per week, including Saturdays, Sundays and Holidays)
Shift 3	2400 – 0800	Post 1-SS (7 days per week, including Saturdays, Sundays and Holidays)

1.4.2 NRLCBD Post 2. Post Number 2 is a combined Fixed and Roving Mobile Post. Between the hours of 0600 and 1700 Monday through Friday and whenever the gate is open, it is located at the Main Gate unless response to an alarm or other emergency requires the guard's presence elsewhere. During other hours, this post is a mobile/foot roving inspection post accomplishing the duties of the lock-up round or other shift inspection duties. This post is the primary responder to all alarms. It is manned 24 hours per day, seven days per week.

<u>Shift</u>	<u>Time Period</u>	<u>Post Number (s)</u>
Shift 1	0800 – 1600	Post 2 (7 days per week, including Saturdays, Sundays and Holidays)
Shift 2	1600 – 2400	Post 2 (7 days per week, including Saturdays, Sundays and Holidays)
Shift 3	2400 – 0800	Post 2 (7 days per week, including Saturdays, Sundays and Holidays)

1.4.3 NRLCBD Post 3. Post Number 3 is a combined Fixed and Roving Foot Post located at the Communications Research Facility (CRF) at CBD. It is manned 24 hours per day, seven days per week.

<u>Shift</u>	<u>Time Period</u>	<u>Post Number (s)</u>
Shift 1	0800 – 1600	Post 3 (7 days per week, including Saturdays, Sundays and Holidays)
Shift 2	1600 – 2400	Post 3 (7 days per week, including Saturdays, Sundays and Holidays)
Shift 3	2400 – 0800	Post 3 (7 days per week, including Saturdays, Sundays and Holidays)

1.4.4 NRLCBD Post 4. Post Number 4 is a combined Fixed and Roving Foot Post located at CBD Main Site, the Tilghman Island Facility, or the Navy Dock Facility. Work under this post will be ordered in advance, using a signed DD 1155 Delivery Orders citing the IDIQ Indefinite Quantity portion of this contract, and identifying in detail the services required.

1.4.5 In accordance with the Service Contract Act, Directory of Occupations, the Government determines that all personnel assigned duty under this Contract shall be classified at the Guard II level.

1.4.6 Guard Mount. A fifteen (15) minute formal guard mount shall be performed before a security guard begins to perform his/her post duties. During this guard mount, the Shift Supervisor shall communicate information pertinent to the upcoming shift, ascertain the guards are fit for duty in personal appearance, uniform, physical condition, and other required respects, and provide any needed brief refresher training. A shift overlap of fifteen minutes shall be required for this activity.

1.5 Key Personnel. The contractor shall provide a CBD Site Security Project Manager, shift supervisors and alternate supervisors, satisfactory to the Contracting Officer, one of which shall be on the work site at all times. Key personnel shall be approved in accordance with the requirements of this contract.

1.5.1 Project Manager Requirements. The PM must have a final TOP SECRET security clearance. The clearance must be certified by the Defense Industrial Security Clearance Office (DISCO) and certified by the Contractor to the NRL Security Officer (Code 1221), and to the NDW Regional Security Officer. The NRL CBD Project Manager (PM) must have completed a minimum of 100 course hours in two or more formal training courses in a discipline related to security or law enforcement. Documented formal training can be substituted for experience on a year-for-year basis when applicable. The government prefers that the Project Manager have an Associate of Arts (AA) or higher degree in law enforcement administration or industrial security management. The PM must have a total of four (4) years of supervisory level experience within the last twenty (20) years in one of the following areas: military police service; industrial security guard experience; municipal police or deputy sheriff experience; or State and Federal law enforcement or security experience.

1.5.2 Shift Supervisor(s) Requirements. Each NRL CBD shift supervisor is considered to be Key Personnel in this contract, and shall meet the following requirements, in addition to the requirements for the non-supervisory security guards. Each shift supervisor must have a final SECRET security clearance through DISCO. The clearance must be certified by the Defense Industrial Security Clearance Office (DISCO) and certified by the Contractor to the NRL Security Officer (Code 1221), and to the NDW Regional Security Officer. Each Shift Supervisor must have a minimum

of two (2) years of successful experience in field supervision (civilian community law enforcement, military service law enforcement, commercial guard service, or industrial guard service). With the approval of the Contracting Officer, the Contractor may substitute an employee with less than two years of supervisory experience if the Contractor can convincingly support their selection. Shift supervisors must have a minimum of 80 hours of formal training courses in a discipline related to security or law enforcement. Appropriate experience at supervisory levels and such other training as can be documented may be substituted.

1.6 Non-Key Personnel. Security Guards must meet the following requirements. Must possess a high school education or Graduate Equivalency Diploma (GED). Security Guards must possess a valid driver's license.

1.7 NRLCBD Contractor's Security Operations Site Management. The Contractor shall manage the total work effort associated with the Guard Services required herein to assure fully adequate and timely completion of these services. Included in this function is a full range of management duties including, but not limited to, planning, scheduling, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate staff of qualified and trained personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

1.8 Records and Reports. The Contractor shall maintain records, and prepare and submit reports as identified in this contract. Section F provides a summary of required reports, records and submittals. A copy of all reports and records shall be maintained on-site and available for Government inspection at all times. From time to time the Contractor's employees may be required to make written and oral statements to the Naval Investigative Service, the Federal Bureau of Investigation, or other agencies due to the nature of a particular incident. Any written statements provided shall be considered a report under the terms of this Contract. All records and copies of reports shall be turned over to the Contracting Officer within five calendar days after Contract completion.

1.9 NRLCBD Site Supervision. The Contractor shall provide adequate supervision of employees. The Contractor's supervisory personnel in charge of work under this Contract shall be available at all times during normal working hours to receive and implement orders or special instructions from the Government Representative concerning matters which affect the operation, protection and/or security of assigned areas. The Contractor shall provide the Government with a telephone number for an office or personal paging system (beeper) that shall be responded to by this supervisor. The Contractor's Representative or supervisor may hold the position of an on-duty guard.

1.10 Communications. See Attachment J-0200000-06 (Government Furnished Property, Equipment, Services and Material).

1.11 Authority and Jurisdiction.

1.11.1 Authority. Authority of Contractor personnel to detain and/or make arrests shall be that of private citizens as defined by the laws of the state of Maryland. Each member of the Guard Force shall be under a duty by virtue of his/her employment under this Contract to exercise that authority in the manner directed, including the SOP.

1.11.2 Jurisdiction. Members of the guard force shall be familiar with and comply with the limits of naval jurisdiction, as defined in the SOP.

2. Entry Control Point (ECP) Operations. The Contractor shall deter unauthorized personnel from entering into the area defined in this SOP. The Contractor shall comply with this SOP regarding issuance of passes and badges to Government employees, visitors, Contractors, vendors, and others. The Contractor shall courteously and promptly process visitors, issue appropriate identification badges to authorized visitors, and record required information. Contractor employees shall provide clear directions to visitors upon request. Visitors shall either be denied access or issued an access badge within TEN (10) minutes after their arrival.

NRLCBD SOPs

NRL CBD SOP # 1

ARMING OF GUARDS AND USE OF DEADLY FORCE (REV. 05/11)

Ref: (a) SECNAVINST 5200.29C or current revision
(b) OPNAVINST 5530.14C or current revision

1. All NRL/CBD Security Force Personnel shall be qualified in the use of the handgun. All security guards shall wear the handgun at all times while on duty.

2. Regulations

- a. Security Force personnel required to be armed with a firearm must attain a qualifying score in the qualification course identified in Training Requirements of this contract (Attachment J-0401060-10). Such personnel shall not be permitted to carry a firearm until qualification has been attained.
- b. Security Force personnel are required to re-qualify with the weapon as per the Training Requirements of this contract (Attachment J-0401060-10).
- c. Security Force personnel who fail to qualify in the use of the weapon assigned shall be assigned to positions which do not require the carrying of firearms, if such positions are available, or be removed for failure to meet contract guard qualification requirements.
- d. The carrying of firearms by Security Force personnel outside the military reservation must conform to applicable federal, state and local statutes.
- e. No individual shall be permitted to perform duties until he has received instruction on applicable regulations relating to the use of force in the performance of such duties. In addition, instruction will be given periodically to all personnel assigned to these duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of force.
- f. All applicable safety precautions shall be observed in the handling of weapons. Unauthorized use of weapons at any time is prohibited.
- g. Personally-owned weapons shall not be used by Security Force or other personnel in the performance of their duties.
- h. Whenever a firearm is discharged for any purpose, an immediate verbal report shall be made to the NRL CBD Customer Liaison, NRL Security, NSA Annapolis and followed up by a written report within 24 hours.

3. Conditions under Which Guards May Use Deadly Force

- a. Deadly force is that force which a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm.
- b. Deadly force is justified only under conditions of extreme necessity and as a last resort when all lesser means have failed or cannot reasonably be employed. Deadly force is justified under one or more of the following circumstances.
 - (1) Self-defense and Defense of Others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

(2) Assets Involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DoD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission. Examples include: nuclear weapons; nuclear command, control, and communications facilities; and designated restricted areas containing strategic operational assets, sensitive codes, or special access programs.

(3) Assets Not Involving National Security But Inherently Dangerous To Others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunition, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual, present a substantial potential danger of death or serious bodily harm to others. Examples include: high-risk portable and lethal missiles, rockets, arms, ammunition, explosives, chemical agents, and special nuclear material.

(4) Serious Offenses against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious bodily harm. Examples include murder, armed robbery, and aggravated assault.

(5) Apprehension. When deadly force reasonably appears necessary to apprehend or prevent the escape of a person who, when there is probable cause to believe, has committed an offense of the nature specified in subsections 3b(2) through 3b(4) above.

4. Additional Considerations Involving Firearms

- a. Warning shots are prohibited.
- b. When a firearm is discharged, it shall be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual guard to shoot.
- c. Shots shall be fired only with due regard for the safety of innocent bystanders.
- d. In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

NRL CBD SOP # 2
BOMB THREATS (REV. 12/06)

Ref: (a) OPNAVINST 5530.14B, Appendix III
(b) NRLINST 3440.10F

1. If a bomb threat is received during or after normal working hours, attempt to record the following information:

- (a) Exact words of the caller.
- (b) Time the device is to explode.
- (c) Location of the device.
- (d) Time and date of call.
- (e) Name of caller.
- (f) Sex of caller.
- (g) Accents or dialects.
- (h) Age (i.e. young or old).
- (i) Any back ground noises heard over the telephone.

2. The following personnel shall be called (in the order shown) immediately (in addition to General SOP requirements):

- (a) Fire Department at 9-911.
- (b) CBD Customer Liaison Facility Manager.
- (c) NDW Police at NRL (202) 767-2505.
- (d) NSA Annapolis police at (410) 293-5760.

3. The CBD Facilities Manager and/or Shift Supervisor will coordinate actions with the On Scene Commander. Security Guards will be given further instructions.

NRL CBD SOP # 3
LOST AND FOUND ARTICLES (REV. 12/06)

1. This establishes procedures for reporting lost and found articles by NRL/CBD Security Force Personnel.
2. In the event a lost article is turned over to the Contractor's Security guard, the Guard shall document the incident on the incident report and turn in the item to the NRL CBD Customer Liaison in Building 6.

NRL CBD SOP # 4
APPREHENSION OF PERSONS (REV. 11/06)

1. This establishes guidelines to be followed in the apprehension of persons at CBD.
2. The following procedures shall be followed by security guards when a subject is apprehended for trespassing, breaking and entering, assault and battery, or any other suspected crime:
 - a. Identify yourself as a security officer and command the subject to halt or freeze.
 - b. The NRL CBD Shift Supervisor shall notify the Contractor's Project Manager and the NRL CBD Customer Liaison immediately. Security guards are not authorized to place subjects under arrest. The guard may only detain the subject until proper authority arrives.
 - c. The security guard is authorized to use his/her weapon only as a last resort and only if extreme bodily harm is imminent. A weapon may only be used in a life threatening situation to protect the guard's or someone else's life. The guard may not shoot at any fleeing suspect.
 - d. Use only enough force to apprehend the subject (LESS IS BETTER). The guard's responsibility is to detain the subject(s) until proper authority arrives and takes custody.
3. In the event a situation involves classified material (classified documents and/or classified equipment), the shift guard shall immediately notify the NRL CBD Customer Liaison. The security guard shall take the following action:
 - a. Until proper authorities arrive, the guard shall detain the suspicious person(s).
4. In the event the situation involves sabotage, i.e., fire, bomb threat, major property destruction, illegal power outage, the security guard shall take the following action:
 - a. Notify the NRL CBD Customer Liaison and remain in radio contact with the Post 2 guard. Remain at the scene until higher authority and/or an investigative team arrives.
 - b. Detain for questioning by the appropriate investigative agency any unauthorized or suspicious person(s) found in the vicinity of the disturbance.
 - c. The guard shall immediately notify the Fire Department to respond to the scene if the situation entails fire, medical assistance, and/or rescue efforts.
5. An Incident Report shall be prepared which fully describes all events and apprehension of person(s) and all actions taken. This report shall be completed before the next shift change. The report shall be delivered to the NRL CBD Customer Liaison or designated alternate at the beginning of the next normal working day.

NRL CBD SOP # 5
LAW ENFORCEMENT AGENCIES (REV. 11/06)

1. This establishes guidelines to be followed when law enforcement agencies arrive at CBD. In the event the Maryland State Police, Calvert County Sheriff, Naval Criminal Investigative Service (NCIS), FBI, or any special agent arrives at the main gate, take the following action:

- a. Naval Criminal Investigative Service (NCIS) Special Agents credentials (only) will be accorded full recognition when presented for purposes of entering CBD. Vehicles used by them in the course of official business and all occupants there in shall be exempt from routine search. Persons under escort by NCIS Special Agents will not be required to identify themselves or be impeded in any way. The Shift Supervisor will pass this information to the CBD Customer Liaison.
- b. For all other agencies, the security guard assigned to the main gate shall ascertain the name, agency, and reason for the visit and immediately notify his/her Shift Supervisor.
- c. The Shift Supervisor shall immediately relay this information to the NRL CBD Customer Liaison or designated alternate. During normal working hours, the Customer Liaison or alternate will meet the law enforcement person at the gate and examine pertinent documentation to ensure it involves an employee or resident on the station. If after hours, the Customer Liaison or designated alternate will speak to the law enforcement person by telephone to ascertain information. The individual named by the law enforcement person will be contacted by the CBD Customer Liaison or designated alternate and will be requested to report to Building 6, or the NRL CBD Customer Liaison will escort the law enforcement official to the individual.
- d. The presence and purpose of a law enforcement agency visit is not for general knowledge. Do not transmit over the radio any message announcing the arrival of an outside law enforcement agency on base.

NRL CBD SOP # 6
DEALING WITH NEWS MEDIA AT CBD (REV. 12/06)

1. In the event news media appear at the entrance to CBD, the following guidelines shall be followed:
 - a. The guard shall immediately notify the CBD Customer Liaison and advise him/her of the situation. The guard will be given further instructions at that time.
 - b. At no time shall any member of the security guard force on duty offer opinions or facts to news media.
 - c. No news media shall be given access to the facility without authorization from the CBD Customer Liaison.
2. If the security guard receives a phone call from a representative of the news media, the guard should refer the call to the CBD Customer Liaison.

NRL CBD SOP # 7
DISASTER, CIVIL DISORDER, AND UNAUTHORIZED ENTRY (REV. 05/11)

Ref (a): NRL Disaster Preparedness Plan

1. This establishes guidelines to follow in the event of disaster, civil disorder, or unauthorized entry occurring in and around CBD. Reference (a) provides additional information.

2. For the purpose of this operating procedure, a disaster is defined as any fire or explosion that could result in major property damage and/or bodily injury. The following actions shall be taken as a result of a disaster:

- a. The security guard shall notify the Fire Department and CBD Customer Liaison immediately. The guard shall then return to Post 1. The guard shall maintain constant contact with Fire Dept. personnel to avoid any delay of emergency personnel/equipment responding to the site.
- b. All security personnel shall remain alert and watchful for any unusual occurrence relating to the fire/explosion situation and additional patrols will be dispatched. The occurring situation may be a decoy for another primary objective, i.e., breaking and entering, theft of classified information/equipment, theft of high value property, etc.
- c. The Fire Department will secure and close off the damaged area. No unauthorized personnel shall be permitted on station. No photographs by unauthorized personnel shall be permitted. News media personnel are not to be permitted aboard CBD without approval of the CBD Customer Liaison.
- d. The guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be delivered to the NRL CBD Customer Liaison or designated alternate at the beginning of the next workday.
- e. If the occurrence is of such magnitude or nature, that it is not resolved by the shift's end, then the oncoming security guard shall be briefed/updated and that guard shall continue with reporting requirements.

3. For the purpose of this SOP, a civil disorder is defined as the attempt by any person or group to interrupt the normal work routine of the CBD work force. The following actions shall be taken in the event of civil disorder:

- a. No one shall be permitted entry to CBD without proper authorization.
- b. If an unauthorized person or group attempts to gain entry to CBD, the guard manning Post 1 shall immediately contact the CBD Customer Liaison and brief him/her on situation.
- c. If necessary, the Calvert County Sheriff's Department/Maryland State Police/Coast Guard/Natural Resource Police will be contacted for assistance.
- d. The security guard shall fully describe the occurrence, and record all actions taken on an Incident Report. This report shall be delivered to the CBD Customer Liaison or designated alternate at the beginning of the next workday.

4. Unauthorized entry, regardless of intent, shall be dealt with as outlined in NRL CBD SOP # 4 (Apprehension of Persons).

NRL CBD SOP # 8
MAINTENANCE PROBLEMS (REV. 11/06)

Ref: (a) NRLINST 6240.6C

1. This establishes guidelines to follow for maintenance problems at CBD.
2. If a security guard finds a water leak, he shall take the following action:
 - a. Notify the CBD Customer Liaison or designate immediately and describe the situation if the water is leaking from a broken pipe and major damage to equipment or facilities is occurring or imminent.
 - b. The shift supervisor shall ensure that a Maintenance Report is prepared that fully describes the degree and nature of the maintenance problem and the action taken. This report shall be delivered to the CBD Customer Liaison at the beginning of the next workday.
3. If a security guard finds a fuel/hazardous substance leak, he/she shall take the following action:
 - a. The guard shall notify the CBD Customer Liaison.
 - b. The shift supervisor shall ensure that an Incident Report is prepared that fully describes the nature of the fuel/hazardous substance leak and the action taken. This report shall be delivered to the CBD Customer Liaison at the beginning of the next workday.
4. Security guards on patrol shall take notice of any excessively high or low temperatures in buildings. He/she shall also report if the red light directly outside and above the door of the mechanical room in Building 75 is on for more than three hours. If this is the case, then the guard shall take the following action:
 - a. The guard shall notify the CBD Customer Liaison.
 - b. The security guard shall ensure that an Incident Report is prepared that fully describes the degree and nature of the maintenance problem and the action taken. This report shall be delivered to the Security Manager at the beginning of the next workday.
5. If there is a power outage lasting more than 10 minutes and the station generator starts, the shift supervisor shall do the following:
 - a. The guard shall contact Baltimore Gas and Electric (BG&E) at (410) 685-1400 to inform them that the base is without power.
 - b. Notify the CBD Customer Liaison.

NRL CBD SOP # 9
WASTEWATER TREATMENT PLANT (REV. 05/11)

Ref: (1) Diagram of CBD Wastewater Treatment Plant (to be provided after contract award)

1. This establishes guidelines for monitoring the CBD Wastewater Treatment Plant (WWTP) and related sewage lift pumping stations outside of normal working hours. Enclosure (1) is a diagram of the Wastewater Treatment Plant.
2. The security guard shall check the WWTP outside of normal working hours every 8 hours under normal weather conditions. In addition, the guard shall check the WWTP every hour in the event of any of the following:
 - a. substantial precipitation;
 - b. extreme cold temperatures (below 20 degrees F); or
 - c. high winds.
3. The guard shall inspect the WWTP to determine if any of the deficiency conditions below exists. If any deficiency is observed, the guard shall immediately notify the CBD Customer Liaison of the specific deficiencies:
 - a. The comminutor (grinder) is not turning.
 - b. The water level in the dosing tank touches the white overflow pipe.
 - c. The trickling filter arm is not turning and/or four or more ports are clogged on one side.
 - d. Water flowing through the large white overflow pipe into tank # 4 rises to above the black mark painted on the inside wall (except during the hours of 1-3 AM).
 - e. The entire ultraviolet light panel is out. (Normal condition is that one bank of lights must be illuminated at all times.)
4. Before leaving Building 286, the guard shall sign a log documenting the time of the inspection.
5. The security guard shall check the following sewage lift stations and shall immediately notify the Facilities Manager of deficiencies, including:
 - a. Audible alarms sounding and/or flashing red light at Lift Stations 29 and 87.
6. The security guard shall check the following pump houses and water tower and shall immediately notify the CBD Customer Liaison of deficiencies, including:
 - a. The smell of chlorine at all pump houses, Building 81 or a flashing light and smell of chlorine at pump house 82 or an audible alarm.

NOTE: SECURITY GUARDS ARE NOT TO ENTER ANY PUMP HOUSE OR LIFT STATION. INSPECTIONS OF THESE FACILITIES SHOULD ONLY BE EXTERNAL. IF A DOOR TO ANY OF THESE BUILDINGS IS FOUND AJAR, THE GUARD SHALL MAKE SURE THERE IS NO AUDIBLE ALARM SOUNDING, NO LIGHT FLASHING, AND THAT NO ONE IS IN THE BUILDING. THE GUARD SHALL THEN SECURE THE DOOR AND MAKE A RECORD OF IT ON THE SHIFT REPORT.

7. In the event of a power failure the generator will auto start and provide power to the waste water treatment plant. If the generator does not start contact the CBD Customer Liaison. Refer to SOP #16 for additional information regarding power failures.
8. When a malfunction occurs, the security guard shall immediately notify the CBD Customer Liaison or designated alternate.
9. The security guard shall ensure that an Incident Report is completed, fully describing the occurrence and recording the actions taken. This report shall be delivered to the CBD Customer Liaison at the beginning of the next workday.

NRL CBD SOP # 10
INCLEMENT WEATHER (REV. 05/11)

1. This establishes guidelines for actions to be taken during inclement weather at CBD. When inclement weather is forecast for the immediate area, the security guards will (in most cases) be notified as far in advance as possible. In the event of severe weather, however, the security guard shall do the following:
 - a. Notify the CBD Customer Liaison when the County commences plowing county roads.
 - b. The shift supervisor shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be delivered to the CBD Customer Liaison or designated alternate at the beginning of the next workday.
 - c. At no time shall any security officer contact the Base Support Contractor directly.
2. The security force shall do the following in the event of severe weather, such as hurricanes, tornados, or thunderstorms:
 - a. During normal working hours, the CBD Customer Liaison shall be informed of a National Weather Service severe weather notification. There is no need to call anyone after normal working hours unless there is property damage resulting from the severe weather event. However, if the severe weather notification involves hurricane force winds or other anticipated damaging weather, the CBD Customer Liaison shall be notified immediately.
 - b. After a severe storm passes through the area, roving patrol rounds shall be made to observe the areas and identify any damage on station. Notify the CBD Customer Liaison of any severe damage. Otherwise, if not severe, the damage report shall be made to the Facilities Manager the following morning.
 - c. The security guard shall complete an Incident report and submit it to the CBD Customer Liaison at the beginning of the next workday.

NRL CBD SOP # 11
COMMERCIAL DELIVERIES (REV. 01/07)

1. This establishes procedures to be followed for commercial deliveries at CBD.
2. Under normal situations CBD does not provide SAFE HAVEN, SAFE REFUGE OR SECURE HOLDING unless directed by the Military Traffic Management Command (MTMC) and coordinated by the Customer Liaison or designate with NRL Safety and Security. If requested by drivers direct them to call 1-800-524-0331. If a driver declares an emergency contact the Customer Liaison or designate immediately for direction.
3. Unless prior written instructions to the contrary are issued to the Contractor's Security guards by CBD's Customer Liaison, no out-of-hours deliveries shall be permitted. In addition, delivery vehicles shall not be permitted to park on-board CBD overnight. All vehicles must leave the station and return during normal working hours the next working day to resume uncompleted delivery services.
4. When a commercial vehicle arrives at CBD during normal working hours, the security guard at the Main Gate shall direct tractor trailers and large trucks to the parking lot of building 76. UPS and FEDEX vehicles will be directed to building 6.
 - a. Review the manifest or Government Bill of Lading for the recipient.
 - b. Notify the Point-of-Contact concerning the delivery.
5. The guard will give the driver a Delivery Vehicle Pass (NDW-NRL 5521/2) and ensure that the driver fills in the following information:
 - a. Name of Company
 - b. Vehicle License Tag #
 - c. Make/Type of vehicle
 - d. Date and time through gate

The guard shall check the pass for completeness before allowing the driver to proceed.
6. When the delivery vehicle returns to the Main Gate for departure, the guard shall retrieve the Delivery Vehicle Pass from the driver and check that the following information is complete:
 - a. Name of Driver
 - b. Where delivery was made
 - c. Who received delivery, name of person
 - d. Time departing Main Gate
7. When an ordnance vehicle arrives at CBD, the security guard shall the following procedures shall be followed by security personnel:
 - a. Notify the Customer Liaison or designate alternate.
 - b. The ordnance vehicle shall be directed to park over by Building 76 until appropriated notification have been made. Assist the vehicle across the main highway.

- c. All officers with any type of transmitter radio must stay at least 150 feet away from an ordnance vehicle.
- d. Conduct an exterior vehicle inspection looking for safety and security issues. Report all findings to the explosive handlers upon their arrival.
- e. Complete steps 5 and 6 as identified above.

NRL CBD SOP # 12
SECURITY AND FIRE ALARMS (REV. 03/07)

1. This establishes procedures for monitoring security and fire alarms and procedures for reporting security, fire and medical emergencies at Chesapeake Bay Detachment, Chesapeake Beach, Maryland.
2. The security guards shall ensure that the desk is manned at all times to ensure that the alarms in Building 6 are under constant surveillance.
3. The guard on duty shall notify the proper personnel when an alarm is activated.
4. When an alarm is activated, take the following actions:
 - a. Fire and Medical Emergencies.
 - (1) Fire Emergencies.
 - (a) Dispatch the patrol to the building alarm and insure all Occupants have evacuated the building.
 - (b) Check with Building Occupants to verify if they have called 9-911, if not then Security will call 9-911 and advise them of the emergency, if fire or smoke is present.
 - (c) Notify NSA Annapolis Fire Dispatch Center at 410-293-5760, Bill Drury at Home 410-257-2523 or cell 410-474-1773, Harold Rolfs Home 301-705-7795 or cell 202-345-7616/301-751-3105 and advise them of the following:
 - (1-1) Location of incident
 - (1-2) Date and time of incident
 - (1-3) Brief description of the nature of the Emergency
 - (1-4) What actions were taken by the Local Fire Department
 - (d) Document the problem in the Shift Supervisors report and Alarm Log.
 - (2) Smell of smoke.
 - (a) Dispatch the patrol to the building alarm and insure all Occupants have evacuated the building.
 - (b) Check with Building Occupants to verify if they have called 9-911, if not then Security will call 9-911 and advise them of the emergency, if fire or smoke is present.
 - (c) Notify NSA Annapolis Fire Dispatch Center at 410-293-5760, Bill Drury at Home 410-257-2523 or cell 410-474-1773, Harold Rolfs Home 301-705-7795 or cell 202-345-7616/301-751-3105 and advise them of the following:
 - (1-1) Location of incident

- (1-2) Date and time of incident
 - (1-3) Brief description of the nature of the Emergency
 - (1-4) What actions were taken by the Local Fire Department
 - (d) Document the problem in the Shift Supervisors report and Alarm Log.
- (3) Fire Alarm Sounding in Building With No Evidence of Smoke or Fire
- (a) Dispatch the patrol to the building alarm and insure all Occupants have evacuated the building.
 - (b) Check with Building Occupants to verify if they have called 9-911, if not then Security will check for signs of fire and call 9-911, if fire or smoke is present.
 - (c) Notify NSA Annapolis Fire Dispatch Center at 410-293-5760, Bill Drury at Home 410-257-2523 or cell 410-474-1773, Harold Rolfs Home 301-705-7795 or cell 202-345-7616/301-751-3105 and advise them of the following:
 - (1-1) Location of incident
 - (1-2) Date and time of incident
 - (1-3) Brief description of the nature of the Emergency
 - (1-4) What actions were taken by the Local Fire Department
 - (d) Document the problem in the Shift Supervisors report and Alarm Log.
- (4) Medical Emergencies
- (a) Dispatch the patrol to the building
 - (b) Check with Building Occupants to verify if they have called 9-911, if not then Security will call 9-911 and advise them of the emergency.
 - (c) Notify NSA Annapolis Fire Dispatch Center at 410-293-5760, Bill Drury at Home 410-257-2523 or cell 410-474-1773, Harold Rolfs Home 301-705-7795 or cell 202-345-7616/301-751-3105 and advise them of the following:
 - (1-1) Location of incident
 - (1-2) Date and time of incident
 - (1-3) Brief description of the nature of the Emergency
 - (1-4) What actions were taken by the Local Fire Department
 - (d) Document the problem in the Shift Supervisors report and Alarm Log.
- b. Non Emergencies
- (1) Trouble Alarm Sounding.

- (a) Dispatch the patrol to the building to the scene and investigate the trouble alarm by proceeding to the Fire Alarm panel and note what the trouble light indicates is in trouble.
 - (b) Notify NSA Annapolis Fire Dispatch Center at 410-293-5760, Bill Drury at Home 410-257-2523 or cell 410-474-1773, Harold Rolfs Home 301-705-7795 or cell 202-345-7616/301-751-3105 and advise them of the following:
 - (1-1) Location of incident.
 - (1-2) Date and time of incident.
 - (1-3) Brief description of the trouble condition that is indicated on the Fire Alarm panel.
 - (1-4) Advise if a Sprinkler Head is activated or water is flowing outside of building.
 - (1-5) NSA Annapolis Fire Dispatch Center will notify an on duty Fire Inspector to respond to CBD to investigate all Fire Alarm trouble conditions. If the trouble alarm is of an urgent nature such as a water flow from sprinkler head activation; the Fire Inspector will respond to investigate the alarm immediately. If the trouble condition is of a less serious nature then the Fire Inspector will arrive at CBD within 24 hours of notification.
 - (2) Document the problem in the Shift Supervisors report and Alarm Log
- c. Security Alarms.
- (1) Dispatch the patrol to the building alarm.
 - (2) If it appears that unauthorized entry has been made complete the following:
 - (a) Immediately contact the guard at Post 1 by radio, who then shall call the CBD Customer Liaison for further instructions.
 - (b) Secure the scene, do not allow personnel into the area unless directed by NRL Security or NCIS.
 - (c) Follow direction as provided by NRL Security or NCIS.
 - (3) If it appears that no entry has been made, contact the person(s) listed on the recall roster for that building and advises them of the alarm, if the alarm cannot be reset. If individual(s) on the recall roster are not available, contact the CBD Customer Liaison and explain the problem.
 - (4) The guard who responds to the alarm (be it into a building or a safe) shall prepare an Incident Report and submitted to the CBD Customer Liaison the following day.
 - (5) If a person or persons are apprehended, contact the CBD Customer Liaison for further instructions.

NRL CBD SOP # 13
ENFORCING TRAFFIC MOVEMENT AND VISITOR CONTROL
AT MAIN GATE (REV. 05/11)

1. This establishes procedures for enforcing traffic movement at the Main Gate (Post Two) of CBD.
2. Authorized emergency vehicles responding to an incident is exempt from the badging requirement.
3. The security guard shall do the following for personnel entering or exiting CBD:
 - c. Positive identification of all persons, vehicles and material entering or leaving CBD. Authorized identification includes NRL issued badges; State issued Drivers License, Passports and Visas.
 - d. Check personnel for proper ID, issue passes, and ensure that the main gate is not blocked.
 - e. Enforce the approved NRL access badge system to identify and control all military and civilian permanent and temporary employees, and visitors. After Hours Periods (OOH) is defined as the period of 21:00 thru 05:00 Monday thru Friday and all day on Saturday, Sunday and Holidays. Access privileges per badge type are as follows:
 - (1) Employee, Tenant and OOH/Contractor, 24 hours a day 7 days a week.
 - (a) For employees or contractors claiming lost or forgotten badges, call NRL Security at (202) 404-4217 or (202) 767-2393 (normal business hours) and (202) 767-2505 (after business hours) to determine access privileges.
 - (2) Pending, FN (Foreign National), PD (Post-doctoral) and Contractor, 05:00 through 21:00 Monday through Friday, excluding holidays and base closures. During OOH periods, these personnel shall be escorted by personnel with OOH privileges.
 - (3) Construction 06:30 through 16:15 Monday through Friday, excluding holidays and base closures. During OOH periods, these personnel shall be escorted by personnel with OOH privileges.
 - d. All personnel will be logged into and exiting the station during OOH periods.
 - e. In the event the traffic at the Main Gate is congested and poses a safety problem, the Post Two guard shall direct the visitor to park outside the main gate and/or in front of building 47, so that they can be processed in.
 - f. Visitors.
 - (1) All visitors will be logged in.
 - (2) Official visitors only during their sponsor presence and/or normal business hours 07:45 to 16:15. These include Military in and out of uniform, personnel with a Office of Naval Research (ONR) badge that do not have an NRL badge, and Credential investigators (FBI, OPM, DIA, Navy, Air Force etc.).
 - (3) The Guard Force will obtain approval of the visitor by a list provided by the Customer Liaison or researchers and/or contact the POC by phone. Once approved issue visitor badges. Write the visitor name, initials and date issued on the badge face.
 - (4) Foreign Nationals will be approved on a list provide by the Customer Liaison. Make a copy of their passport or visa and forwarded it to the Customer Liaison during the first entry. Issue the badge to the

person once their escort arrives that has OOH privileges. Write the visitor name, initials and date issued on the badge face. Include FN for foreign nationals.

- (5) Police/Detectives, other than those assigned to NRL will have an NRL escort (see SOP #5 for additional information.
 - (6) Naval Criminal Investigative Service (NCIS) Special Agents credentials (only) will be accorded full recognition when presented for purposes of entering CBD. Vehicles used by them in the course of official business and all occupants there in shall be exempt from routine search. Persons under escort by NCIS Specials Agents will not be required to identify themselves or be impeded in any way. The Shift Supervisor will pass this information to the CBD Customer Liaison.
 - (7) Unofficial visitors with Code 1240 approval and presence of their sponsor.
- g. Vehicles at this time no restrictions have been established per NRLINST 5510.4E paragraph 14-100.

NRL CBD SOP # 14
REPORTING SECURITY VIOLATIONS (REV. 11/06)

1. This establishes procedures for reporting security violations at the CBD.
2. If the security guard on patrol finds an Office of Naval Intelligence (ONI) combination dial on day lock, the following actions shall be taken after the guard makes radio contact with the guard in Post 1 by radio advising him/her of the situation:
 - a. Security shall notify an ONI employee as listed on ONI's Recall Roster.
 - b. The guard shall stand watch in the area until the area is secured is secured by ONI.
 - c. The security guard shall describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison at the beginning of the next workday.
3. In the event a security container in a CBD space is found unsecured, the guard shall take the following actions after advising the guard at Post 1 by radio of the situation:
 - a. Security shall notify the custodian and/or alternate and request he/she to come in and secure the container (refer to recall roster for that building/room).
 - b. The guard shall stand watch by the security container until it is secured by the custodian.
 - c. Notify the CBD Customer Liaison or designated alternate, if the custodian and/or alternate cannot be located.
 - d. The security guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison at the beginning of the next workday.

NRL CBD SOP # 15
INSPECTION OF NAVY DOCK (REV. 11/06)

1. This establishes procedures for routine inspection of the Chesapeake Bay Detachment (CBD) Navy Dock.
2. The Navy Dock is a satellite facility of CBD. The guard shall perform the inspections and procedures listed below:
 - a. The Navy Dock parking lot is for NRL and contract employee vehicles only. If an unauthorized vehicle is parked in this prohibited area, the security guard shall ask the person to leave immediately. In the event the owner fails or refuses to leave, the shift supervisor shall notify the CBD Customer Liaison or Designated Alternate.
 - b. Check the fuel tank for leaks and to verify that all locks are secure.
 - c. Check the buildings for routine items: water, lights, and stove is off. Ensure the heat is on during the heating season.
 - d. Check each boat to ensure that dock lines are secure. Also inspect thoroughly around each watercraft for any signs of fuel on the water. Boarding the vessel(s) is not required.
 - e. In the event a boat is taking on water or breaks loose from its mooring, do the following:
 - (1) The security guard shall notify the CBD Customer Liaison.
 - f. If there are signs of fuel on the water or around the boats do the following:
 - (1) The shift supervisor shall contact the CBD Customer Liaison.
 - g. If an unauthorized boat is tied up to, docked or parked at the Navy Dock, do the following:
 - (1) If available, ascertain the registration number from the hull of the boat.
 - (2) Notify the CBD Customer Liaison and brief him/her on the situation. The guard will be given further instructions at that time.
 - h. The security guard shall describe the occurrence and record all actions taken on an Incident Report for all of the items above. This report shall be submitted to the Customer Liaison at the beginning of the next workday.

NRL CBD SOP # 16
UTILITY OUTAGES (REV. 11/06)

1. This establishes procedures to be taken for unscheduled utility outages at the CBD.

2. Basewide Electrical Outage. The Contractor guard shall take the actions below.

- a. Ensure that the building 6 generator is operating. If not go to building 6 generator shed and turn the Operation Selector switch to check. This will startup and transfer the power for the telephones. Notify the base electrician of the actions taken.
- b. Dispatch security patrols to response priority areas and the remaining facilities to determine if intrusion attempts were made and/or fire/safety issues.
- c. Notify BG&E, (410) 685-1400 and report the outage. CBD's Feeder number is 33721.
- d. Contact the CBD Customer Liaison and inform him/her of the situation:
- e. Hourly checks of all alarmed areas will be conducted until the alarm system is reestablished.
- f. The security guard shall maintain a record log which records the time each person is called and the times at which the responding personnel arrive or leave. This log shall be available for review by the CBD Customer Liaison or designated alternate.
- g. The security guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison or designated alternate at the beginning of the next workday.

3. Partial Base Electrical Outage.

- a. Ensure that the building 6 generator is operating if affected. If not, go to building 6 generator shed and turn the Operation Selector switch to check. This will startup and transfer the power for the telephones. Notify the base electrician of the actions taken.
- b. Dispatch security patrols to response priority areas and the remaining facilities in the affected area to determine if intrusion attempts were made and/or fire/safety issues.
- c. Notify the CBD Customer Liaison.
- d. Hourly checks of all alarmed areas will be conducted until the alarm system is reestablished.
- e. The security guard shall maintain a record log which records the time each person is called and the times at which the responding personnel arrive or leave. This log shall be available for review by the CBD Security Manager or designated alternate.
- f. The security guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison or designated alternate at the beginning of the next workday.

5. Momentary Electrical Outage

- a. If a security guard detects a momentary loss of power after normal working hours:

- (1) The security guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison or designated alternate at the beginning of the next workday.
- (2) Dispatch security patrols to response priority areas and the remaining facilities to determine if intrusion attempts were made and/or fire/safety issues.
- (3) The security guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison or designated alternate at the beginning of the next workday.

NOTE: IF IT APPEARS THAT AN OUTAGE WILL LAST FOR AN EXTENDED PERIOD OF TIME, SECURITY SHALL CHECK THE SEWAGE (WASTE WATER) TREATMENT PLANT TO ENSURE PROPER OPERATION.

NRL CBD SOP # 17
TILGHMAN ISLAND ALARM RESPONSE (REV. 11/06)

1. This establishes procedures for handling security alarm activations at Tilghman Island, a satellite facility approximately 93 driving miles away from the CBD Main Site.
2. The bunkhouse and the Tower at Tilghman are alarmed at the Naval Research Laboratory's main site. If an alarm is activated at Tilghman Island, NRL Security will contact Talbot County Sheriffs office for a response and notify the custodian of the area. If notified by NDW Police, CBD's Guard Force shall conduct the following:
 - a. The NDW Police will provide a courtesy notification of all alarms at Tilghman Island. If it is a power related or other trouble alarm, use the binoculars in test control to see if the light is on the tower. For burglar alarms remind the Officer that's calling to follow the established procedures at NRL.
 - b. Security guard shall contact the CBD Customer Liaison and brief him/her on the details of the phone call received from NDW Police.
 - c. The security guard shall await further instructions from the CBD Customer Liaison.

The security guard shall fully describe the occurrence and record all actions taken on an Incident Report. This report shall be submitted to the CBD Customer Liaison at the beginning of the next workday.

SCA WD-2005-2103, REV. 11

WD 05-2103 (Rev.-11) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
	Wage Determination No.: 2005-2103
	Revision No.: 11
	Date Of Revision: 06/13/2011
Diane C. Koplewski Division of Director Wage Determinations	

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92

01013 - Accounting Clerk III	22.30	
01020 - Administrative Assistant	31.41	
01040 - Court Reporter	21.84	
01051 - Data Entry Operator I	14.38	
01052 - Data Entry Operator II	15.69	
01060 - Dispatcher, Motor Vehicle	17.87	
01070 - Document Preparation Clerk	14.21	
01090 - Duplicating Machine Operator	14.21	
01111 - General Clerk I	14.88	
01112 - General Clerk II	16.24	
01113 - General Clerk III	18.74	
01120 - Housing Referral Assistant	25.29	
01141 - Messenger Courier	13.62	
01191 - Order Clerk I	15.12	
01192 - Order Clerk II	16.50	
01261 - Personnel Assistant (Employment) I	18.15	
01262 - Personnel Assistant (Employment) II	20.32	
01263 - Personnel Assistant (Employment) III	22.65	
01270 - Production Control Clerk	22.03	
01280 - Receptionist	14.43	
01290 - Rental Clerk	16.55	
01300 - Scheduler, Maintenance	18.07	
01311 - Secretary I	18.07	
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher	16.98	
01410 - Supply Technician	28.55	
01420 - Survey Worker	20.03	
01531 - Travel Clerk I	13.29	
01532 - Travel Clerk II	14.36	
01533 - Travel Clerk III	15.49	
01611 - Word Processor I	15.63	
01612 - Word Processor II	17.67	
01613 - Word Processor III	19.95	
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass	25.26	
05010 - Automotive Electrician	23.51	
05040 - Automotive Glass Installer	22.15	
05070 - Automotive Worker	22.15	
05110 - Mobile Equipment Servicer	19.04	
05130 - Motor Equipment Metal Mechanic	24.78	
05160 - Motor Equipment Metal Worker	22.15	
05190 - Motor Vehicle Mechanic	24.78	
05220 - Motor Vehicle Mechanic Helper	18.49	
05250 - Motor Vehicle Upholstery Worker	21.63	
05280 - Motor Vehicle Wrecker	22.15	
05310 - Painter, Automotive	23.51	
05340 - Radiator Repair Specialist	22.15	
05370 - Tire Repairer	14.44	
05400 - Transmission Repair Specialist	24.78	
07000 - Food Preparation And Service Occupations		
07010 - Baker	13.85	
07041 - Cook I	12.55	
07042 - Cook II	14.60	

07070 - Dishwasher	10.11	
07130 - Food Service Worker	10.66	
07210 - Meat Cutter	18.08	
07260 - Waiter/Waitress	9.70	
09000 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter	19.86	
09040 - Furniture Handler	14.06	
09080 - Furniture Refinisher	20.23	
09090 - Furniture Refinisher Helper	15.52	
09110 - Furniture Repairer, Minor	17.94	
09130 - Upholsterer	19.86	
11000 - General Services And Support Occupations		
11030 - Cleaner, Vehicles	10.54	
11060 - Elevator Operator	10.54	
11090 - Gardener		17.52
11122 - Housekeeping Aide	11.83	
11150 - Janitor	11.83	
11210 - Laborer, Grounds Maintenance	13.07	
11240 - Maid or Houseman	11.26	
11260 - Pruner	11.58	
11270 - Tractor Operator	16.04	
11330 - Trail Maintenance Worker	13.07	
11360 - Window Cleaner	12.85	
12000 - Health Occupations		
12010 - Ambulance Driver	20.41	
12011 - Breath Alcohol Technician	20.27	
12012 - Certified Occupational Therapist Assistant	23.11	
12015 - Certified Physical Therapist Assistant	21.43	
12020 - Dental Assistant	17.18	
12025 - Dental Hygienist	44.75	
12030 - EKG Technician	27.67	
12035 - Electroneurodiagnostic Technologist	27.67	
12040 - Emergency Medical Technician	20.41	
12071 - Licensed Practical Nurse I	19.07	
12072 - Licensed Practical Nurse II	21.35	
12073 - Licensed Practical Nurse III	24.13	
12100 - Medical Assistant	15.01	
12130 - Medical Laboratory Technician	18.04	
12160 - Medical Record Clerk	17.42	
12190 - Medical Record Technician	19.50	
12195 - Medical Transcriptionist	18.77	
12210 - Nuclear Medicine Technologist	37.60	
12221 - Nursing Assistant I	10.80	
12222 - Nursing Assistant II	12.14	
12223 - Nursing Assistant III	13.98	
12224 - Nursing Assistant IV	15.69	
12235 - Optical Dispenser	20.17	
12236 - Optical Technician	15.80	
12250 - Pharmacy Technician	18.12	
12280 - Phlebotomist	15.69	
12305 - Radiologic Technologist	31.11	
12311 - Registered Nurse I	27.64	
12312 - Registered Nurse II	33.44	
12313 - Registered Nurse II, Specialist	33.44	

12314 - Registered Nurse III	40.13	
12315 - Registered Nurse III, Anesthetist	40.13	
12316 - Registered Nurse IV	48.10	
12317 - Scheduler (Drug and Alcohol Testing)		21.73
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	19.86	
13012 - Exhibits Specialist II	24.61	
13013 - Exhibits Specialist III	30.09	
13041 - Illustrator I	20.48	
13042 - Illustrator II	25.38	
13043 - Illustrator III	31.03	
13047 - Librarian	33.88	
13050 - Library Aide/Clerk	14.21	
13054 - Library Information Technology Systems Administrator	30.60	
13058 - Library Technician	19.89	
13061 - Media Specialist I	18.73	
13062 - Media Specialist II	20.95	
13063 - Media Specialist III	23.36	
13071 - Photographer I	16.65	
13072 - Photographer II	18.90	
13073 - Photographer III	23.67	
13074 - Photographer IV	28.65	
13075 - Photographer V	33.76	
13110 - Video Teleconference Technician	20.39	
14000 - Information Technology Occupations		
14041 - Computer Operator I	18.92	
14042 - Computer Operator II	21.18	
14043 - Computer Operator III	23.60	
14044 - Computer Operator IV	26.22	
14045 - Computer Operator V	29.05	
14071 - Computer Programmer I	26.36	(see 1)
14072 - Computer Programmer II		(see 1)
14073 - Computer Programmer III		(see 1)
14074 - Computer Programmer IV		(see 1)
14101 - Computer Systems Analyst I		(see 1)
14102 - Computer Systems Analyst II		(see 1)
14103 - Computer Systems Analyst III		(see 1)
14150 - Peripheral Equipment Operator	18.92	
14160 - Personal Computer Support Technician	26.22	
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47	
15020 - Aircrew Training Devices Instructor (Rated)	44.06	
15030 - Air Crew Training Devices Instructor (Pilot)	52.81	
15050 - Computer Based Training Specialist / Instructor	36.47	
15060 - Educational Technologist	35.31	
15070 - Flight Instructor (Pilot)	52.81	
15080 - Graphic Artist	26.80	
15090 - Technical Instructor	25.08	
15095 - Technical Instructor/Course Developer		30.67
15110 - Test Proctor	20.20	
15120 - Tutor	20.20	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	9.88	

16030 - Counter Attendant	9.88	
16040 - Dry Cleaner	12.94	
16070 - Finisher, Flatwork, Machine	9.88	
16090 - Presser, Hand	9.88	
16110 - Presser, Machine, Drycleaning	9.88	
16130 - Presser, Machine, Shirts	9.88	
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88	
16190 - Sewing Machine Operator	13.78	
16220 - Tailor	14.66	
16250 - Washer, Machine	10.88	
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)	21.14	
19040 - Tool And Die Maker	23.38	
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator	18.02	
21030 - Material Coordinator	22.03	
21040 - Material Expediter	22.03	
21050 - Material Handling Laborer	13.83	
21071 - Order Filler	15.09	
21080 - Production Line Worker (Food Processing)	18.02	
21110 - Shipping Packer	15.09	
21130 - Shipping/Receiving Clerk	15.09	
21140 - Store Worker I	11.72	
21150 - Stock Clerk	16.86	
21210 - Tools And Parts Attendant	18.02	
21410 - Warehouse Specialist	18.02	
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder	27.21	
23021 - Aircraft Mechanic I	25.83	
23022 - Aircraft Mechanic II	27.21	
23023 - Aircraft Mechanic III	28.53	
23040 - Aircraft Mechanic Helper	17.54	
23050 - Aircraft, Painter	24.73	
23060 - Aircraft Servicer	19.76	
23080 - Aircraft Worker	21.01	
23110 - Appliance Mechanic	21.75	
23120 - Bicycle Repairer	14.43	
23125 - Cable Splicer	26.02	
23130 - Carpenter, Maintenance	21.40	
23140 - Carpet Layer	20.49	
23160 - Electrician, Maintenance	27.98	
23181 - Electronics Technician Maintenance I	24.94	
23182 - Electronics Technician Maintenance II	26.47	
23183 - Electronics Technician Maintenance III	27.89	
23260 - Fabric Worker	19.13	
23290 - Fire Alarm System Mechanic	22.91	
23310 - Fire Extinguisher Repairer	17.62	
23311 - Fuel Distribution System Mechanic	22.81	
23312 - Fuel Distribution System Operator	19.38	
23370 - General Maintenance Worker	21.43	
23380 - Ground Support Equipment Mechanic	25.83	
23381 - Ground Support Equipment Servicer	19.76	
23382 - Ground Support Equipment Worker	21.01	
23391 - Gunsmith I	17.62	

23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57

27040 - Detention Officer	22.80	
27070 - Firefighter	24.63	
27101 - Guard I	12.71	
27102 - Guard II	20.57	
27131 - Police Officer I	26.52	
27132 - Police Officer II	29.67	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	13.59	
28042 - Carnival Equipment Repairer	14.63	
28043 - Carnival Equipment Worker	9.24	
28210 - Gate Attendant/Gate Tender	13.01	
28310 - Lifeguard		11.59
28350 - Park Attendant (Aide)	14.56	
28510 - Recreation Aide/Health Facility Attendant	10.62	
28515 - Recreation Specialist	18.04	
28630 - Sports Official	11.59	
28690 - Swimming Pool Operator	18.21	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	23.13	
29020 - Hatch Tender	23.13	
29030 - Line Handler	23.13	
29041 - Stevedore I	21.31	
29042 - Stevedore II	24.24	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92	
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84	
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56	
30021 - Archeological Technician I	20.19	
30022 - Archeological Technician II	22.60	
30023 - Archeological Technician III	27.98	
30030 - Cartographic Technician	27.98	
30040 - Civil Engineering Technician	26.41	
30061 - Drafter/CAD Operator I	20.19	
30062 - Drafter/CAD Operator II	22.60	
30063 - Drafter/CAD Operator III	25.19	
30064 - Drafter/CAD Operator IV	31.00	
30081 - Engineering Technician I	22.92	
30082 - Engineering Technician II	25.72	
30083 - Engineering Technician III	28.79	
30084 - Engineering Technician IV	35.64	
30085 - Engineering Technician V	43.61	
30086 - Engineering Technician VI	52.76	
30090 - Environmental Technician	27.41	
30210 - Laboratory Technician	23.38	
30240 - Mathematical Technician	28.94	
30361 - Paralegal/Legal Assistant I	21.36	
30362 - Paralegal/Legal Assistant II	26.47	
30363 - Paralegal/Legal Assistant III	32.36	
30364 - Paralegal/Legal Assistant IV	39.16	
30390 - Photo-Optics Technician	27.98	
30461 - Technical Writer I	21.93	
30462 - Technical Writer II	26.84	
30463 - Technical Writer III	32.47	
30491 - Unexploded Ordnance (UXO) Technician I	24.74	

30492 - Unexploded Ordnance (UXO) Technician II	29.93	
30493 - Unexploded Ordnance (UXO) Technician III	35.88	
30494 - Unexploded (UXO) Safety Escort	24.74	
30495 - Unexploded (UXO) Sweep Personnel	24.74	
30620 - Weather Observer, Combined Upper Air Or Surface Programs	25.19	
30621 - Weather Observer, Senior	27.98	(see 2)
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		14.32
31030 - Bus Driver	20.85	
31043 - Driver Courier	13.98	
31260 - Parking and Lot Attendant	10.07	
31290 - Shuttle Bus Driver	15.66	
31310 - Taxi Driver	13.98	
31361 - Truckdriver, Light	15.66	
31362 - Truckdriver, Medium	17.90	
31363 - Truckdriver, Heavy	19.18	
31364 - Truckdriver, Tractor-Trailer	19.18	
99000 - Miscellaneous Occupations		
99030 - Cashier	10.03	
99050 - Desk Clerk	11.58	
99095 - Embalmer	23.05	
99251 - Laboratory Animal Caretaker I	11.30	
99252 - Laboratory Animal Caretaker II	12.35	
99310 - Mortician		31.73
99410 - Pest Controller	17.69	
99510 - Photofinishing Worker	13.20	
99710 - Recycling Laborer	18.50	
99711 - Recycling Specialist	22.71	
99730 - Refuse Collector	16.40	
99810 - Sales Clerk	12.09	
99820 - School Crossing Guard	13.43	
99830 - Survey Party Chief	21.94	
99831 - Surveying Aide	13.63	
99832 - Surveying Technician	20.85	
99840 - Vending Machine Attendant	14.43	
99841 - Vending Machine Repairer	18.73	
99842 - Vending Machine Repairer Helper	14.43	

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form

1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that

determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

J-0200000-06.2 AMD 03

<p style="text-align: center;">Attachment J-0200000-06.2</p> <p style="text-align: center;">NAVSEA SPECIFIC</p> <p style="text-align: center;">GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL</p>
<p>SITE SPECIFIC ITEMS:</p> <p>In addition to that listed and described in Attachment J-0200000-06, certain property, equipment, services and material shall be provided to the Contractor for specific sites covered under the terms of this contract.</p>
<p>1. GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL:</p> <p>The items described below will be furnished only for use at the Naval Sea Systems Command (NAVSEA) sites at the Washington Navy Yard. Use at other contract work locations is prohibited.</p>
<p>Facilities. The Government will make available the following space/facilities:</p> <p style="padding-left: 40px;">Building 197 – Guard Station, Area 1224 and Monitoring Room 1152A.</p> <p style="padding-left: 40px;">Building 201 – Guard Station Room 1030</p> <p style="padding-left: 40px;">Building 104 – Guard Station Room 1001</p> <p style="padding-left: 40px;">Building 176 – Guard Station Fourth Floor Lobby</p> <p style="padding-left: 40px;">A limited amount of storage space in Building 197, Room 1152A.</p> <p style="padding-left: 40px;">A limited amount of parking exists for Contractor’s employees; parking passes will be assigned as per NAVSEA and NDW normal procedures. The employee shall be responsible for payment of any associated fees of parking fines. Contractor’s employees shall not use any parking spaces that are clearly marked as reserved for other’s use.</p> <p>Weapons and Related Equipment. The Government will provide the following:</p> <p style="padding-left: 40px;">Bldg 197, Room 1152A furnishings include: one file cabinet (5 drawer, letter size); chair; desk, and regular dial telephone.</p> <p style="padding-left: 40px;">At Single Point-of Entry Fixed Guard Posts, furnishings include: counters or desks; chairs or stools; and regular dial telephones.</p> <p style="padding-left: 40px;">In Bldg 197, Room 1152A: Intrusion Monitoring Station, Proximity Access System, CCTV Monitoring Station and Videotape Equipment (NAVSEA Post #3).</p> <p style="padding-left: 40px;">Keys to include: 3 Proximity Badge Keys with PINs; 1 Grand Master Key for Building 104; 1 Grand Master</p>

Attachment J-0200000-06.2

NAVSEA SPECIFIC

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL

Key for Building 197; 1 Grand Master Key for Building 201; 1 Sub Master Key for Building 176.

Communications Equipment. The Government will provide communications equipment.

Firearm, Beretta Pistol, Model 92FS, approximately 35 each

Bullet Trap, 2 each

Weapons Safe, 1 each

Materials and Supplies. The Government will provide the following materials to the Contractor: Official Log Books, Black or Blue pens, Blank Video Cassettes, and any and all necessary forms, permits, passes and badges.

2. CONTRACTOR PROVIDED EQUIPMENT, MATERIALS AND SERVICES:

Except for items specifically identified as Government Furnished in Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL) and paragraph 1 above, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract.

Equipment. The Contractor shall provide the following:

Weapons and Ammunition. None required for on-duty, post watch standing weapons because non-training use weapons and ammunition are Government furnished. Contractor must provide all other weapons and ammunition.

J-0200000-06.4 AMD 03

Attachment J-0200000-06.4

NRL-CBD SPECIFIC

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL

SITE SPECIFIC ITEMS:

In addition to that listed and described in Attachment J-0200000-06, certain property, equipment, services and material shall be provided to the Contractor for specific sites covered under the terms of this contract.

1. GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL:

The items described below will be furnished only for use at the Naval Research Laboratory Chesapeake Beach Detachment. Use at other contract work locations is prohibited.

Facilities and Equipment. The Government will provide the following:

Working space(s) to include sentry stations, administrative, and executive office spaces including furniture.

Access to shared restrooms.

Monitor Station equipment – for official post duties.

Materials and Supplies. The Government will provide only standard US Navy, NRL CBD and other Government forms and regulations.

Note: Janitorial services are **not** provided at Posts 2, 3 and 4.

2. CONTRACTOR PROVIDED EQUIPMENT, MATERIALS AND SERVICES:

Except for items specifically identified as Government Furnished in Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES, AND MATERIAL) and paragraph 1 above, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract.

Attachment J-0200000-06.4

NRL-CBD SPECIFIC

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL

Vehicles. The Contractor shall provide the following:

One (1), 4 by 4 wheel drive, mid-sized security patrol vehicle at all times for performance of required vehicle roving patrols and emergency response, etc. The vehicle will be required to be used both on and off station. The security patrol vehicle shall be either a new, or a late model vehicle that is not more than five years old. The vehicle shall be in safe operating condition, clean and free dents, damage, or other deficiencies such as cracked or broken glass and lights, and maintained so at all times. The vehicle shall be marked as a security vehicle, with the Contractor's identification and applicable Security Guard lettering. The security patrol vehicle shall comply with applicable State and County Inspection Laws, Regulations and Codes, and always have current registration, safety, emissions and county inspections, certifications, tags, etc. In the event the vehicle is incapacitated or out-of-service, the Contractor shall have prior arrangements in place to provide a replacement vehicle within two hours. The Contractor shall provide vehicle accessories needed and also a Fire Extinguisher, type ABC, 5 lb. Dry Chemical (for emergency use during vehicle patrol).

Equipment. The Contractor shall provide the following:

Four (4) Portable Radios, with batteries and charger.

Three hand-held spot lights and Three flashlights

Weapons: The Contractor shall provide weapons as specified in J-0401060-12.

Weapons Storage Container: A secure weapons container for the storage of all weapons not issued for current use at a manned post.

Telephones. The Contractor shall provide their own commercial telephone services.

Internet: The Contractor shall provide their own high speed internet.

J-0401060-12 AMD 03

ATTACHMENT J-0401060-12 WEAPONS	
FIREARMS	<p>Side Arms: Pistols and Accessories.</p> <p>Pistol, Beretta, 9mm, Model 92, magazine fed, semi-automatic, with 3-dot sighting system, ambidextrous safety, magazine release, double action only, blue or parkerized. Make and model must match US Navy Specifications.</p> <p>Contractor shall provide firearms required for Contractor's armed guards at:</p> <ul style="list-style-type: none"> (3) MSC (4) NRLCBD (5) NSWC Carderock (6) NNMC <p>Firearms required for Contractor's armed guards at NAVSEA will be Government-provided.</p> <p>No Firearms are required for Contractor's guards at NSA Arlington and NNMC Post C1 (Pass & ID) because the Government requires unarmed guards only.</p> <p>Personnel armed with a semi-automatic pistol shall carry two additional fully loaded magazines. Magazine holder shall be black leather. Contractor shall provide three ammunition clips for each firearm. Holsters shall be specifically designed for the weapon carried and shall have a minimum retention level of two. Pistol Holster shall be black leather, including safety strap; cross-draw and swivel holsters are not acceptable.</p> <p>See Attachment J-0401060-08 (UNIFORMS).</p> <p>No "privately-owned (personal)" firearms and ammunition shall be used by the guard force (as per OPNAVINST 5530.14 series. That is, only the Contractor's company -owned firearms and ammunition may be used.</p> <p>Shotguns: None required.</p>
AMMUNITION	<p>Pistol: Ammunition: 9mm, parabellum (9X19), standard velocity, solid, military ball. The use or possession of hollow-point, coated or altered ammunition is prohibited.</p>
CHEMICAL SPRAYS	<p>None required.</p>
IMPACT WEAPONS (BATONS)	<p>The following types of impact weapons are the only types authorized for use:</p> <p>5253 Collapsible impact weapons: Collapsible impact weapons must be made from the following types of materials. Steel, Aluminum, polycarbonate materials or a combination of aluminum and polycarbonate material. Impact weapons must be 16 to 28 inches in length when fully expanded.</p> <p>5253 Non-expandable impact weapons: Straight or side handle styles shall be made of hard wood (Oak or Hickory) or polycarbonate materials only. May be of the "side handle Baton", "PR-24", or "straight stick" design.</p>

Post Manning Requirements Summary

Hours of Operation are based on 365 Days per year (366 days in leap year). Figures in the "Typical Weekly Hours" column are based on no holidays in the week.

Increases in Force Protection Conditions (FPCON) above the designated baseline funding levels below may require realigning of contract aggregate Firm Fixed Price post labor hours to accommodate pre-planned and exigent actions, but will not result in additional aggregate labor hours. Upon request by the Contracting Officer, the Contractor shall work closely with the Regional or Installation Security Officer after contract award to incorporate in the contract by modification realigned Firm Fixed Price labor for higher FPCONs. Also, some IDIQ work items may be used to obtain services to operate under increases in FPCON.

Line	FFP or IDIQ	FFP SLIN SUFFI X or IDIQ ELIN SUFFI X	FFP ELIN SERIAL NO.	Post ID	Location	Type of Post	No of Persons to Man the Post	Required Security Clearance	Requirement to be Armed	Days of Operation	Hours of Operation	Typical Weekly Hours
1	FFP	AA	A001A A	MSC Post 1	Building 210, Military Sealift Command, Washington Navy Yard, Washington, DC	Building 210 Entry/Access Control, Guard Level II	1	Satisfactory NAC	Yes	7 Days/Week, including SAT, SUN, and Holidays	24 Hours/Day	168
2	FFP	AB	A001A B	MSC Post 2	Building 157, Military Sealift Command, Washington Navy Yard, Washington, DC	Building 157 Entry/Access Control, Guard Level II	1	Satisfactory NAC	Yes	5 Days/Week, MON-FRI, excluding SAT, SUN and Holidays	12 Hours/Day, from 0600-1800 Hours	60
3	FFP	AA	A002A A	NAVS EA Post 8	Building 176, Fourth Floor, Washington Navy Yard, Washington, DC	Building 176, Fourth Floor, Entry/Access Control, Fixed Post	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hours/Day	168
4	FFP	AA	A003A A	NAVS EA Post 7	Building 104, Main Entrance, Washington Navy Yard, Washington, DC	Building 104 Main (West) Entrance Entry/Access Control, Fixed Post	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hours/Day	168
5	FFP	AB	A003A B	NAVS EA Post 10	Building 104, Rear Employee Entrance/Exit, Washington Navy	Building 104, Entry/Access Control, Fixed Post	1	SECRET	Yes	5 Days/Week, excluding SAT, SUN, and Holidays	24 Hours/Day	120

Line	FFP or IDIQ	FFP SLIN SUFFIX or IDIQ ELIN SUFFIX	FFP ELIN SERIAL NO.	Post ID	Location	Type of Post	No of Persons to Man the Post	Required Security Clearance	Requirement to be Armed	Days of Operation	Hours of Operation	Typical Weekly Hours
					Yard, Washington, DC							
6	FFP	AC	A003AC	NAVS EA Post 11	Building 104, Washington Navy Yard, Washington, DC	Building 104 Roving Patrol, relief person and emergency response	1	SECRET	Yes	5 Days/Week, excluding SAT, SUN, and Holidays	13 Hours/Day, from 0600-1900 Hours	65
7	FFP	AA	A004AA	NAVS EA Post 1	Building 197 Room 1152A NAVSEA Washington Navy Yard, Washington, DC	NAVSEA Site Project Manager	1	SECRET	Yes	5 Days/Week, including Holidays. Excludes Saturdays and Sundays.	8.5 Hours/Day, From 0700-1530 Hours	42.5
8	FFP	AB	A004AB	NAVS EA Post 2	NAVSEA Washington Navy Yard, Washington, DC	NAVSEA Site Shift Supervisor	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays, except that the Post 2 Duties shall be assumed by NAVSEA Post 1 during Post 1 Days and Hours of Operation.	24 Hours/Day minus (except for) NAVSEA Post 1 Days and Hours of Operation.	125.5
9	FFP	AC	A004AC	NAVS EA Post 3	NAVSEA Building 197 (Room 1E1400) Washington Navy Yard, Washington, DC	NAVSEA Alarm Control Center, Monitor Room Security Guard	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hours/Day	168
10	FFP	AD	A004AD	NAVS EA Post 4	NAVSEA Campus, Washington Navy Yard,	NAVSEA Campus Continuous Roving Foot	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and	24 Hours/Day	168

Line	FFP or IDIQ	FFP SLIN SUFFIX or IDIQ ELIN SUFFIX	FFP ELIN SERIAL NO.	Post ID	Location	Type of Post	No of Persons to Man the Post	Required Security Clearance	Requirement to be Armed	Days of Operation	Hours of Operation	Typical Weekly Hours
					Washington, DC	Patrol in and around Buildings: 197, 201, 104, 176, 22, 36 and 200				Holidays		
11	FFP	AE	A004AE	NAVS EA Post 5	NAVSEA Campus, Washington Navy Yard, Washington, DC	NAVSEA Campus Continuous Roving Foot Patrol in and around Buildings: 197, 201, 104, 176, 22, 36 and 200	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hours/Day	168
12	FFP	AF	A004AF	NAVS EA Post 6	Building 197, First Floor, Main Lobby, Washington Navy Yard, Washington, DC	Building 197 Main Entrance Entry/Access Control Fixed Post	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hours/Day	168
13	FFP	AG	A004AG	NAVS EA Post 9	Building 201 Main Lobby, Washington Navy Yard, Washington, DC	Building 201 Main Entrance Entry/Access Control Fixed Post	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hours/Day	168

Line	FFP or IDIQ	FFP SLIN SUFFIX or IDIQ ELIN SUFFIX	FFP ELIN SERIAL NO.	Post ID	Location	Type of Post	No of Persons to Man the Post	Required Security Clearance	Requirement to be Armed	Days of Operation	Hours of Operation	Typical Weekly Hours
14	FFP	AA	A005A A	Carderock Gate 2	Parkway, Gate #2 Carderock, West Bethesda, MD	Main Gate #2 Guard Level II	1	SECRET / Satisfactory NAC	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	9 hours /Day From 0600-1500 Hours.	63
15	FFP	AB	A005A B	Carderock Gate 3	Vehicle Inspection Station Carderock, West Bethesda, MD	Vehicle Inspection Station Gate #3 Guard Level II	1	SECRET / Satisfactory NAC	Yes	5 Days/Week, excluding SAT, SUN, and Holidays	9 hours /Day From 0600-1500 Hours.	45
16	FFP	AC	A005A C	Relief Rover Carderock, West Bethesda, MD	Relief Rover	Relief Rover (Sergeant)	1	SECRET / Satisfactory NAC	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	9 hours /Day From 0600-1500 Hours.	63
17	FFP	AD	A005A D	Shift Supervisor West Bethesda, MD	Shift Supervisor	Shift Supervisor (Lieutenant)	1	SECRET / Satisfactory NAC	Yes	5 Days/Week, excluding SAT, SUN, and Holidays	9 hours /Day From 0600-1500 Hours.	45
18	FFP	AA	A006A A	NSF Arlington, VA	Entry/Exit Control Point (ECP)	Entry/Exit Control Point (ECP)	1	SECRET / Satisfactory NAC	No	5 Days/Week, excluding SAT, SUN, and Holidays	12 Hour/Days From 0600-1800 Hours.	60
19	FFP	AA	A007A A	CBD Post 1-PM	NRL CBD, Chesapeake Beach, Calvert County, MD. Building 6.	CBD Site Project Manager. Administrative and Supervisory Post	1	TOP SECRET	Yes	5 Days/Week, MON-FRI, excluding SAT, SUN and Holidays	8 Hours/Day, from 0800-1600 Hours (Shift 1)	40
20	FFP	AB	A007A B	CBD Post 1-SS	NRL CBD, Chesapeake Beach, Calvert County, MD. Building 6.	CBD Site PM, as filled by a qualified Shift Supervisor.	1	SECRET	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	8 Hours/Day, from 0800-1600 Hours (Shift 1)	56

2 1	FFP	AC	A007AC	CBD Post 1-SS	NRL CBD, Chesapeake Beach, Calvert County, MD. Building 6.	CBD Site PM, as filled by a qualified Shift Supervisor.	1	SECRE T	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	8 Hours/Day, from 1600- 2400 Hours (Shift 2)	56
2 2	FFP	AD	A007AD	CBD Post 1-SS	NRL CBD, Chesapeake Beach, Calvert County, MD. Building 6.	CBD Site PM, as filled by a qualified Shift Supervisor.	1	SECRE T	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	8 Hours/Day, from 2400- 0800 Hours (Shift 3)	56
2 3	FFP	AE	A007AE	CBD Post 2	NRL CBD, Chesapeake Beach, Calvert County, MD. Main Gate and Mobile.	Security Guard, Level II. Combination Fixed and Roving Mobile Post.	1	SECRE T	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hrs/Day in 3 Shifts (0800-1600; 1600-2400 and 2400- 0800)	168
2 4	FFP	AF	A007AF	CBD Post 3	NRL CBD, Chesapeake Beach, Calvert County, MD. Communications Research Facility (CRF).	Combination Fixed and Roving Patrol	1	SECRE T	Yes	7 Days/Week, incl. SAT, SUN, and Holidays	24 Hrs/Day in 3 Shifts (0800-1600; 1600-2400; 2400-0800)	168
2 5	IDIQ	AG	A007AG	CBD Post 4	NRL CBD, Chesapeake Beach, Calvert County, MD. Main Site, Tilghman Island Facility, or the Navy Dock Facility.	Combination Fixed and Roving Patrol	1	SECRE T	Yes	As Required by Signed Delivery Order Form DD 1155	As Required by Signed Delivery Order Form DD 1155	Un k

Line	FFP or IDIQ	FFP SUFFIX or IDIQ SUFFIX	FFP ELIN SERIAL NO.	Post ID	Location	Type of Post	No of Persons to Man the Post	Required Security Clearance	Requirement to be Armed	Days of Operation	Hours of Operation	Typical Weekly Hours
26	FFP	AA	A008AA	NNMC Post C1	NNMC Post C1 Bethesda, MD Building 7	Fixed Post Pass & ID Office Guard Level I	4	SatisfactoryNAC	No	5 Days/Week, Excluding weekends and holidays	8 Hour days from 0730-1600 Hours	160
27	FFP	AB	A008AB	NNMC Post C2	NNMC Post C2 Bethesda, MD Building 63 Parking Garage & adjacent areas.	Roving Guard Patrol Guard Level II	2	SatisfactoryNAC	Yes	5 Days/Week, Excluding weekends and holidays	8 Hours/Day From 0500-1330 Hours	80
28	FFP	AC	A008AC	NNMC Post C3	NNMC Post C3 Bethesda, MD	Shift Supervisor or/ Site Project Manager	1	SatisfactoryNAC	No	5 Days/Week, Excluding weekends and holidays	8 Hours/Day From 0500-1330 Hours	40

J-0401060-02.1 AMD 03Attachment J-0401060.02.1
INDEX

This Attachment applies to all Military Sealift Command (MSC) services provided under this contract.

Specific MSC POST ORDERS:

POST ORDERS FOR MSC POST NUMBER 1 at BLDG-210 Washington Navy Yard –
 POST ORDERS FOR MSC POST NUMBER 2 at BLDG-157 Washington Navy Yard –
 POST ORDERS FOR MSC SHIFT SUPERVISOR –

GENERAL MSC SOP REQUIREMENTS:

1. General Requirements –
- 1.1 Individual Employee Security Clearances –

- 1.2 Post Staffing Requirements and Brief Description –
- 1.3 MSC Contractor's Security Operations Site Management –
- 1.4 Records and Reports –
- 1.5 MSC Site Supervision –
- 1.6 Communications –
- 1.7 Authority and Jurisdiction –
- 2. Entry/Exit Control Point (ECP) Operations –

INDIVIDUAL MSC SOPs:

- MSC SOP # 1 Functions of the Guard Force –
- MSC SOP # 2 Authority –
- MSC SOP # 3 Firearms Safety –
- MSC SOP # 4 Use of Minimum Force –
- MSC SOP # 5 Use of Deadly Force: Conditions under which Guards may use Deadly Force –
- MSC SOP # 6 Methods of Force –
- MSC SOP # 7 Additional Considerations involving Firearms –
- MSC SOP # 8 Limits of Naval Jurisdiction –
- MSC SOP # 9 Apprehension of Persons –
- MSC SOP # 10 Personnel Identification Badges –
- MSC SOP # 11 Property Passes –
- MSC SOP # 12 Reports –
- MSC SOP # 13 Robbery –

POST ORDERS FOR MSC POST 1

In addition to all MSC SOP requirements and upon assuming duty at this Guard Post, the Guard assigned shall be responsible for, but not limited to, the following:

a. Post No. 1: Post No. 1 is an armed Fixed Post located inside Building # 210 Washington Navy Yard, to control the entry and exit of all persons and materials to, from, and within the building. In accordance with the Service Contract Act Directory of Occupations this post shall be manned by a Guard (Occupational Base) and classified at the Guard II level. Post No. 1 shall be manned for 24 hours a day 7 days a week, 365 days a year, to include weekends and holidays.

b. Specific duties and responsibilities:

1. Security Guard Log. Guard shall maintain a Security Guard's Log with entries that are neat and legible, and he/she shall record in this log all events happening in and around the post. Required log entries shall include:

- a. Emergencies which require the notification of the NDW Command Duty officer (CDO), NDW Police Force, MSC Security Officer, Navy Yard Branch Medical Clinic, Fire Department, etc:
- b. Presence of the Fire Department personnel in the building.
- c. Status of equipment used by the guard and notifications made concerning malfunctions, damage, and loss.
- d. Guard's signature and time of relief by another guard, and when opening up or closing the post.
- e. Any other appropriate significant entries.

2. ENTRY and EXIT Control. Guard shall:

- a. Issue proper badges prior to allowing access to the building to those individuals who do not display a valid United States DoD/Uniformed Services Identification Card (DoDCIO/OUUSD (P&R) or Naval District Washington (NDW) or activity picture identification badge prior to entry past the guard.
- b. Inspect the photographs on identification (ID) badges to ascertain if the photographs are identical to that of the bearers and ensure that the badges have not expired.
- c. Retain all expired badges and turn custody of them over to the NDW Security Officer.
- d. Check all personnel who are exiting to ensure that no issued badges leave the building.
- e. Inspect outgoing containers such as briefcases, purses, packages and suitcases, on a random basis or when directed by the NDW Security Officer or authorized MSC command representative. The individual bearer will open his/her container for inspection, and the guard shall inspect the contents.
- f. In a manner similar to the above, inspect incoming packages and briefcases on a random basis.

3. Badge Issuing Procedures.

- a. Personnel without the requisite United States DoD/Uniformed Services Identification Card (DoDCIO/OUUSD (P&R), NDW or tenant command field activity badges attempting to enter this building shall be issued the following badges upon display of valid ID:
 1. Black "T" badge with white background issued to employees as a one-day replacement for lost or forgotten permanent badges. These badges shall only be issued if the name of the individual requesting access appears upon a current command personnel listing. All others shall require a sponsor or escort. The NDW black "T" badge will not be required

in those buildings where tenant commands/field offices already use a badge access system and have provided for this contingency.

2. Black "V" badge with white background issued to visitors for one-time entry. Visitors are persons not assigned, employed, attached to or residing within HQNDW, WNY tenant commands and field activities. The NDW blue "V" badge will not be required in those buildings where tenant commands/field offices already use a badge access system and have provided for this contingency.
- b. If none of the above applies the Guard shall deny the visit and not issue a badge, and shall enter all information concerning the attempted access in the Security Guard Log.
 - c. Group Admittance during Normal Working Hours. Attendance for functions sponsored by activities within the above command Security Building should be arranged by written memorandum from the MSC Administrative Officer to the guard. The memorandum shall include the names of individuals to be admitted, destination (i.e., space designation or room number), dates/times involved, and name(s) and telephone number(s) of the person(s) responsible for the group.
 - d. Issuance of "T" badges or admittance to the above buildings may be gained without identification only if the individual is properly logged in and out at the guard station, and is vouched for by a military or civilian employee at the MSC Command who possesses proper identification and who shall escort the individual.
 - e. ALL BADGES issued shall, without exception, be returned to the guard station each time the bearer leaves the building.
 - f. OTHER BADGES shall be issued as appropriate and in accordance with NDW and/or MSC instructions and directives.
 - g. GUARDS shall require all individuals without NDW or MSC Activity identification badges to sign-in at the time of each entry into the building and thereafter sign-out at the time of each departure from the building.
 - h. BADGES shall not be left on tables, counter tops, otherwise in plain view where they might be misplaced or stolen. The Guard shall strictly control all Badges.
 - i. ALL BADGES shall be inventoried at the beginning and end of each shift or closing of the post, after which an appropriate entry shall be made in the Security Guard Log.
 - j. ALL BADGE ISSUANCES shall be recorded on the guard log sheets provided for this purpose. These sheets shall, without exception, be completely, accurately and neatly filled out and maintained.

4. Property Control.

- a. Guards at the entry control point of this building shall verify the signatures on all property passes presented with the command authorization list, indicate the date, time and his/her initials on the reverse side of each pass, and the guard shall retain the property passes. Additionally, guards shall verify the personal identity of the pass-bearer and check the property to ensure that it is the same as described on the property pass. Passes not used within 48 hours of the "date issued" are automatically invalid and will not be accepted by guards. The exception is permanent passes. The retained property passes shall be stapled to the Guard Log Sheet at the end of every shift.
- b. Individuals with Government, Government affiliated, or personal property that could be easily mistaken for Government property who is attempting to exit this building without a properly prepared pass in their possession shall be detained and a Government Security Force Supervisor summoned. The Security Force Supervisor shall then attempt to determine ownership and take appropriate action, as he/she deems necessary.

5. Opening and Closing Procedures. As designated by the MSC Security Officer.

POST ORDERS FOR MSC POST 2

In addition to all MSC SOP requirements and upon assuming duty at this Guard Post, the Guard assigned shall be responsible for, but not limited to, the following:

a. Post No. 2: Post No. 2 is an armed Fixed Post located inside Building # 157 Washington Navy Yard, to control the entry and exit of all persons and materials to, from, and within the building. In accordance with the Service Contract Act Directory of Occupations this post shall be manned by a Guard (Occupational Base) and classified at the Guard II level. Post No. 2 shall be manned for 12 hours a day, from 0600 to 1800 hours each day, 5 days a week (Mondays through Fridays). This Post shall not be manned on weekends and holidays.

c. Specific duties and responsibilities:

1. Security Guard Log. Guard shall maintain a Security Guard's Log with entries that are neat and legible, and he/she shall record in this log all events happening in and around the post. Required log entries shall include:

- a. Emergencies which require the notification of the NDW Command Duty officer (CDO), NDW Police Force, MSC Security Officer, Navy Yard Branch Medical Clinic, Fire Department, etc:
- b. Presence of the Fire Department personnel in the building.
- c. Status of equipment used by the guard and notifications made concerning malfunctions, damage, and loss.
- d. Guard's signature and time of relief by another guard, and when opening up or closing the post.
- e. Any other appropriate significant entries.

2. ENTRY and EXIT Control. Guard shall:

- a. Issue proper badges prior to allowing access to the building to those individuals who do not display a valid United States DoD/Uniformed Services Identification Card (DoDCIO/OUSD (P&R) or Naval District Washington (NDW) or activity picture identification badge prior to entry past the guard.
- b. Inspect the photographs on identification (ID) badges to ascertain if the photographs are identical to that of the bearers and ensure that the badges have not expired.
- c. Retain all expired badges and turn custody of them over to the NDW Security Officer.
- d. Check all personnel who are exiting to ensure that no issued badges leave the building.
- e. Inspect outgoing containers such as briefcases, purses, packages and suitcases, on a random basis or when directed by the NDW Security Officer or authorized MSC command representative. The individual bearer will open his/her container for inspection, and the guard shall inspect the contents.
- f. In a manner similar to the above, inspect incoming packages and briefcases on a random basis.

3. Badge Issuing Procedures.

- a. Personnel without the requisite United States DoD/Uniformed Services Identification Card (DoDCIO/OUSD (P&R), NDW or tenant command field activity badges attempting to enter this building shall be issued the following badges upon display of valid ID:
 1. Black "T" badge with white background issued to employees as a one-day replacement for lost or forgotten permanent badges. These badges shall only be issued if the name of the individual requesting access appears upon a current command personnel listing. All

others shall require a sponsor or escort. The NDW black "T" badge will not be required in those buildings where tenant commands/field offices already use a badge access system and have provided for this contingency.

2. Black "V" badge with white background issued to visitors for one-time entry. Visitors are persons not assigned, employed, attached to or residing within HQNDW, WNY tenant commands and field activities. The NDW blue "V" badge will not be required in those buildings where tenant commands/field offices already use a badge access system and have provided for this contingency.
- b. If none of the above applies, the Guard shall deny the visit and not issue a badge, and shall enter all information concerning the attempted access in the Security Guard Log.
 - c. Group Admittance during Normal Working Hours. Attendance for functions sponsored by activities within the above command Security Building should be arranged by written memorandum from the MSC Administrative Officer to the guard. The memorandum shall include the names of individuals to be admitted, destination (i.e., space designation or room number), dates/times involved, and name(s) and telephone number(s) of the person(s) responsible for the group.
 - d. Issuance of "T" badges or admittance to the above buildings may be gained without identification only if the individual is properly logged in and out at the Guard station, and is vouched for by a military or civilian employee at the MSSC Command who possesses proper identification and who shall escort the individual.
 - e. ALL BADGES issued shall, without exception, be returned to the guard station each time the bearer leaves the building.
 - f. OTHER BADGES shall be issued as appropriate and in accordance with NDW and/or MSC instructions and directives.
 - g. GUARDS shall require all individuals without NDW or MSC Activity identification badges to sign-in at the time of each entry into the building and thereafter sign-out at the time of each departure from the building.
 - h. BADGES shall not be left on tables, counter tops, otherwise in plain view where they might be misplaced or stolen. The Guard shall strictly control all Badges.
 - i. ALL BADGES shall be inventoried at the beginning and end of each shift or closing of the post, after which an appropriate entry shall be made in the Security Guard Log.
 - j. ALL BADGE ISSUANCES shall be recorded on the guard log sheets provided for this purpose. These sheets shall, without exception, be completely, accurately and neatly filled out and maintained.

4. Property Control.

- a. Guards at the entry control point of this building shall verify the signatures on all property passes presented with the command authorization list, indicate the date, time and his/her initials on the reverse side of each pass, and the guard shall retain the property passes. Additionally, guards shall verify the personal identity of the pass-bearer and check the property to ensure that it is the same as described on the property pass. Passes not used

within 48 hours of the "date issued" are automatically invalid and will not be accepted by guards. The exception is permanent passes. The retained property passes shall be stapled to the Guard Log Sheet at the end of every shift.

- b. Individuals with Government, Government affiliated, or personal property that could be easily mistaken for Government property who is attempting to exit this building without a properly prepared pass in their possession shall be detained and a Government Security Force Supervisor summoned. The Security Force Supervisor shall then attempt to determine ownership and take appropriate action, as he/she deems necessary.

5. Opening and Closing Procedures. As designated by the MSC Security Officer.

POST ORDERS FOR MSC SHIFT SUPERVISOR

In addition to all MSC SOP requirements and upon assuming shift supervisor duty, the Contractor's shift supervisor shall be responsible for, but not limited to, the following:

a. MSC Shift Supervisor. The Contractor shall provide a shift supervisor at all times while any guard(s) is on duty at MSC buildings. Location is at the Washington Navy Yard.

b. Specific duties and responsibilities:

1. The guard supervisor shall assign qualified personnel to MSC Posts 1 and 2.
2. The guard supervisor shall be informed each hour of the location of guard personnel on each shift by telephone or two-way radio communication.
3. The guard supervisor shall maintain a current listing at his office of persons to contact in emergencies, as follows:
 - a. NDW Region Security Officer 433-3017
 - b. NDW Fire Department 433-3333
 - c. Washington Navy Yard Security/Police Force 433-3333
 - d. NDW Navy Yard Branch Medical Clinic 433-3333
 - e. NDW Security Investigations Section 433-505/3506
 - f. MSC Security Officer
 - g. Headquarters (by two-way Radio Call "Cruiser-611")
4. During normal working hours (0700-1530 Mondays through Fridays) the guard supervisor shall contact the NDW Security Officer or his designated representative, for resolution to any problems he may encounter during his tour of duty.
5. The guard supervisor shall contact the NDW Navy Yard Security Force Shift Supervisor for guidance and/or assistance in any emergency. The shift supervisor shall take appropriate action and make the necessary notifications.
6. The guard supervisor shall contact the NDW Security Force Shift Supervisor when any military personnel is/are apprehended or detained.
7. The guard supervisor shall be responsible for the control and issuance of weapons and ammunition and ensure that each guard is properly armed while in a duty status.
8. Supervisors are responsible to ensure that each post is manned as required, that employees are satisfactorily equipped, uniformed and present a satisfactory appearance, and that each employee is familiar with their post's requirements (Post Orders and SOPs).
9. The guard supervisor shall inspect personnel and equipment to ensure guards are well rested and not under the influence of any drug or alcohol.
10. The guard supervisor shall be responsible for ensuring that personnel under his supervision provide security operations and law enforcement services in accordance with this contract, to include SOPs and Post Orders.

11. Receive, provide receipt for, and temporarily store in a secure manner any lost and found articles, pending their return to owner, or transfer their custody to the NDW Security Force. Maintain records of receipt, disposition, names of persons involved, and descriptions of items.
12. The guard supervisor shall be notified by guard employees of potentially hazardous conditions and items in need of repair as detected during normal post activity, including burned-out light bulbs, leaking faucets, malfunctioning toilets and wet/slipper floor surfaces.
13. Provide assistance to persons in need of aid involving injury incidents/accidents, damaged utilities and other similar conditions.
14. The guard supervisor shall report immediately by telephone to the MSC and NDW Security Officers all serious incidents or accidents.
15. The guard supervisor shall prepare written or typed reports at the conclusion of each shift on any incidents reported.
16. Contractor shall provide relief for lunch or other authorized breaks without diminishing post or supervisory strength.
17. The guard supervisor shall have joint responsibilities with the Contractor's Project Manager for: setting and adjusting work hours; directing the work; planning of work schedules; evaluating employees; handling employees' complaints; disciplining employees; maintaining employee files; interviewing, selecting and training employees; and firing/laying-off employees.

GENERAL MSC SOP REQUIREMENTS

1. General Requirements. To obtain Armed Guard Services for designated areas at the Military Sealift Command, Buildings 157 and 210, located on board the Washington Navy Yard, Washington, DC.

1.1 Individual Employee Security Clearances. All Contractor employees assigned to perform guard services at MSC must pass a favorable National Agency Check (NAC). The Contractor shall provide necessary information to and complete all forms requested by the activity Security Officer for the purpose of initiating this check. Before assigning any employee to guard duties the Contractor must possess a letter from the Security Officer indicating that the check on that employee is favorable.

1.2 Post Staffing Requirements and Brief Description.

MSC Post 1: Building 210, One Guard, 24 hours per day, 7 days per week, Mondays through Fridays, including weekends and holidays.

MSC Post 2: Building 157, One Guard, 0600-1800 hours, 12 hours per day, 5 days per week, Mondays through Fridays, excluding weekends and holidays.

1.2.1 In accordance with the Service Contract Act, Directory of Occupations, the Government determines that all personnel assigned duty under this Contract shall be classified at the Guard II level.

1.3 MSC Contractor's Security Operations Site Management. The Contractor shall manage the total work effort associated with the Guard Services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate staff of qualified and trained personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

1.4 Records and Reports. The Contractor shall maintain records, and prepare and submit reports as identified in this contract. Section F provides a summary of required reports, records and submittals. A copy of all reports and records shall be maintained on-site and available for Government inspection at all times. From time to time the Contractor's employees may be required to make written and oral statements to the Naval Investigative Service, the Federal Bureau of Investigation, or other agencies due to the nature of a particular incident. Any written statements provided shall be considered a report under the terms of this Contract. All records and copies of reports shall be turned over to the Contracting Officer within five calendar days after Contract completion.

1.5 MSC Site Supervision. The Contractor shall provide managerial and administrative support of the services at MSC. The Contractor shall designate and provide a supervisor in charge of each shift's personnel at all times. The Contractor's supervisory personnel in charge of work under this Contract shall be available at all times to receive and implement orders or special instructions from the Contracting Officer, Contracting Officer's Representative, MSC Security Officer or Government Representative concerning matters which affect the operation, protection and/or security of assigned MSC areas. The Contractor shall provide the Government with a telephone number for an office or personal paging system (beeper) that will be responded to by his supervisor. The Contractor's Representative or supervisor may not hold the position of an on duty guard, except in emergencies. During emergencies, the Contractor's representative or supervisor may man a MSC post for not more than three (3) hours. Any Contractor scheduling problems or similar staffing/manning difficulties do not constitute emergencies for this purpose. The Contractor shall provide sufficient qualified personnel to man all posts at all designated times, and such additional qualified personnel to provide satisfactory relief for on-duty guards when necessary for them to vacate their posts, and to man posts for guards calling in to report sickness or for guards who fail to show up for their assigned post duties.

1.6 Communications. See Attachment J-0200000-07 for required Contractor furnished equipment.

1.7 Authority and Jurisdiction.

1.7.1 Authority. Authority of Contractor personnel to detain and/or make arrests shall be that of private citizens as defined by the laws of the District of Columbia. If detention is reasonably necessary, then detain the individual(s) and notify NDW Security immediately. Each member of the Guard Force shall be under a duty by virtue of his/her employment under this Contract to exercise that authority in the manner directed, including the SOP. Each employee shall be under a duty by virtue of his/her employment under this contract to exercise that authority in the manner directed by this contract, including the SOP. The use of deadly force by Contractor personnel must be in accordance with guidelines in the SOP. Under the common law and the District of Columbia Penal Code, a private citizen may make an arrest for a misdemeanor involving a breach of the peace committed in this presence. Additionally, Contractor employees may arrest one who he/she knows to have committed a felony, or one who he/she reasonably and in good faith believes to have committed a felony when in fact the felony is been committed, or one attempting the commission of a felony.

1.7.2 Gun Permits. Except where precluded by local law or ordinance, the Contractor shall (1) obtain a permit for each guard required to carry a gun, and (2) maintain on file a current gun permit for each guard. A copy of each guard's permit will be provided to the ACO at least three working days prior to the anticipated assignment date of any individual. All guards shall carry their permit on their person while on duty. The ACO shall be immediately notified should such permits be terminated, revoked, or suspended at any time and the guard(s) affected shall be immediately removed from the work site.

1.7.3 Jurisdiction. Members of the guard force shall be familiar with and comply with the limits of Naval jurisdiction, as defined in the SOP.

2. Entry/Exit Control Point (ECP) Operations. The Contractor shall deter unauthorized personnel from entering MSC areas in Buildings 210 and 157. Authorized personnel shall be allowed entry as soon as possible after arrival and the Contractor shall minimize congestion during peak periods of personnel arrivals and/or departures. The Contractor shall not permit any individual to have access to MSC areas until he has reasonably determined that doing so will not be contrary to the public interest and that the individual(s) is authorized to be admitted in accordance with applicable orders, rules and regulations. These prohibitions and requirements shall also be applicable to all individuals with regard to the access, removal and/or possession of materials, supplies, equipment and all Government-owned property. The Contractor shall comply with this SOP regarding issuance of passes and badges to Government employees, visitors, Contractors, vendors, and others. The Contractor shall courteously and promptly process visitors and record required information, issue appropriate identification badges to authorized visitors, and record required information. Contractor employees shall provide clear directions to visitors upon request. Visitors shall either be denied access or issued an access badge within FIVE (5) minutes after their arrival.

The Contractor shall deter and endeavor to prevent the damage, pilferage, removal, destruction, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful acts upon, threats to, or disposition of Government or personal property or acts of espionage or sabotage within the areas to be secured by:

- a. Constant personal surveillance of MSC buildings;
- b. Close observation of cargo, packages, etc. coming into and exiting MSC buildings
- c. Close visual inspection of persons entering and exiting the buildings to insure that nothing is either introduced or removed without proper documentation, and/or as- directed by special instructions;
- d. Apprehension of persons suspected of commission of the above crimes within MSC buildings.
- e. Report all such incidents to the Shift supervisor, who shall then notify the NDW Security/Police Force.

The Contractor shall comply with this SOP regarding detention of persons or property, and shall insure that any person(s) attempting to take Government property from the area has the authority to do so, in the form of a proper

Property Pass. These prohibitions and requirements shall also be applicable to all individuals with regard to the access, removal and/or possession of materials, supplies, equipment and all Government-owned property.

Contractor shall promptly report unsafe conditions, procedures or activities to the NDW Police Dispatcher. In the event of a fire, explosion, collapse or other catastrophe, the Contractor shall immediately summon appropriate assistance and notify the NDW Police Dispatcher; and the NDW Police Dispatcher will notify the NDW Security Officer.

Contractor shall deter the commission of assaults, batteries, robberies, rapes and other crimes of violence by the presence of satisfactorily trained, organized and security guard force, each guard armed with the required firearm, and with a nightstick or baton approved by the Government. The guard supervisor shall carry a viable communication system, which the supervisor shall use to immediately and decisively assist any of the employees who may be confronted with a situation requiring additional personnel or show of force by communicating with the NDW Security Force.

Contractor shall turn off any lights left on unnecessarily, check security cages, close windows, open and secure doors and gates, and follow any special instructions issued.

Contractor shall take all reasonable precautions to protect the health and safety of all persons in the buildings, minimize the danger from all hazards to life and property, comply with all health, safety and fire protection regulations (including reporting requirements), and remove from duty any security guard employee who may have a communicable disease.

Contractor shall secure the building(s) within one minute after receiving such a directive by the MSC Security Officer, NDW Security Officer or their authorized representative. The Contractor shall maintain a record of all non-scheduled building closings.

Contractor shall with three minutes after receiving such a directive by the MSC Security Officer, NDW Security Officer or their authorized representative, open any locked building at any time. The Contractor shall maintain a record of all non-scheduled building openings.

Contractor shall receive complaints from any person concerning security or safety within the Government's jurisdiction. Such complaints shall be promptly reported to the MSC Security Officer or NDW Security Officer for resolution and disposition.

Contractor shall prepare and maintain all guard schedules to reflect contract requirements. The Contractor shall coordinate with appropriate personnel (e.g., Fire Department, Building Manager, Administrative Officer) to accommodate fire drills, evacuation exercises, etc. Such schedules include: (a) guard work schedules including a detailed description of how guards are to be replaced for restroom breaks, personal illness, or emergencies; (b) Fire Drills; (c) Evacuation exercises. A copy of the working schedules and/or changes for all employees shall be submitted to the Government Representative at least 72 hours before the start of the scheduled period.

3. Guard Mounts: A Guard Mount is a 15 minute briefing and inspection of guards at the start of their shift. The supervisor shall ensure that each post is manned as required; employees are in proper uniform presenting a neat appearance and that each employee is familiar with their post and duties. Guard mount shall also be used to provide special detail instructions, announcements, feedback, and pass-down e-mail information necessary for the provisioning of the safe and effective performance of assigned watch standing duties and services. The Security Guard Force coming off duty shall remove their weapons, ammunition and communications equipment.

MSC SOPs

MSC SOP # 1. FUNCTIONS OF THE GUARD FORCE. The guard force is concerned with all matters relating to the security of the command which include:

- a. Safeguarding materials and/or information against espionage and unauthorized disclosure.
- b. Safeguarding the activity against sabotage or any other incident that might jeopardize the normal operation of the command, such as theft, robbery, riot, lawlessness, demonstrations, etc.
- c. Assisting in plans and procedures to be followed in the event of any major catastrophe, such as hurricanes, earthquakes, floods, conflagration, and hostile acts to insure adequate security measures are maintained within the command.

MSC SOP # 2. AUTHORITY.

- a. Guards shall have the authority, via this Contract, on behalf of the NDW Regional Commander and Commander, MSC, to enforce all naval directives from higher authority and all local directives as well as other rules and regulations issued under their authority. The proper method for enforcing such directives, rules, and regulations will depend upon the circumstances of each individual case. Many cases may include reporting of violators, apprehension of intruders, and detention of military or civilians pending arrival of NDW Regional Security Forces, or other appropriate authority in order that investigation, determination of identity and circumstances, and proper disposition may be carried out. In all cases, the authority for enforcement must be properly exercised using good, sound judgment. Immediate coordination through the shift supervisor of the NDW Regional Security Force shall be made when apprehension or detention is utilized.
- b. Guards may apprehend personnel subject to the Uniform Code of Military Justice (Active Duty US military personnel) when they have reasonable belief that an offense has been committed and that the person to be apprehended committed it (Article 76 UCMJ, 10 USC 807(b)).
- c. Guards have only the same power of arrest as a private citizen. The guards may arrest, without a warrant persons reasonably and in good faith believed to be guilty of a felony, where a felony has in fact been committed, and arrest persons committing a felony in their presence. Guards may also arrest persons committing a misdemeanor in their presence if the persons are also involved in a breach of the peace. As private citizens, guards have a right to protect their own lives and property and as employees of the Contractor they have a special right to protect the property and personnel of the Government from criminal injuries.
- d. Under the authority of the NDW Regional Commander and Commander, MSC, guards have the power to detain military personnel or civilians for appropriate investigation and disposition in performing their function to secure Government property and personnel. This detention shall be only for the minimum amount of time necessary to make a proper disposition of the individual involved according to the circumstances of the case.

MSC SOP # 3. FIREARMS SAFETY. No guard shall remove his/her assigned weapon from its holster except in the event of an emergency, upon turn-in of weapon, or when directed to do so by an immediate supervisor. Safety rules shall be followed at all times and are repeated below:

- a. Every firearm shall be considered loaded until examined and proven otherwise. Never trust your own or anyone else's memory as to the status of a firearm.
- b. Never draw your weapon unless you intend and are justified to use it. Waving a gun in a threatening manner is dangerous and will tell an experienced criminal that the holder is inexperienced.

- c. Never point a weapon at anyone or anything unless you intend and are justified to shoot, or in any direction where a discharge might do harm.
- d. Never carry a gun in a position where it cannot be used immediately. Keys or other items shall not be attached to the gun but
- e. Never surrender your weapon to anyone except to the shift supervisor who is authorized to make an inspection, to the Range Officer during firing range operations/qualifications, or to the issuing authority at the conclusion of tour of duty. If required by a Government Security Representative the weapon shall be surrendered.
- f. Never insert the finger inside the trigger guard unless you are prepared to discharge the weapon.
- g. Never cock the weapon except just before discharging it
- h. Before loading ammunition into the firearm, check for dirt, excess oil, grease, malformation, or other defects. Also check the bore to be sure that it is free of foreign matter or obstructions.
- i. Always load weapon immediately when issued and going on duty.
- j. Never load the firearm with dented cartridges, cartridges with loose bullets, cartridges eaten away by corrosion, or cartridges damaged in any other way.
- k. Never leave firearms unguarded or unsecured for even a brief period of time.
- l. Never discharge a firearm when running. Always stop first, support the weapon and fire only when certain of the target and the path of the target and the path of the projectile.

MSC SOP # 4. USE OF MINIMUM FORCE. In each individual event, lawful and proper force is restricted to only that force necessary to control and terminate unlawful resistance and to preclude any further physical attack against Security Force personnel. Because the amount of force to be applied in any specific situation cannot be formulated in advance, Security Force personnel are required to exercise individual discretion in deciding how much force is necessary. A great deal of common sense must be exercised in arriving at a decision both as to when and how to legally apply force, keeping in mind that excessive force is illegal and may subject Security Force personnel to civil or criminal sanctions. The Contractor's Security Force personnel shall always use the minimum amount of force.

MSC SOP # 5. USE OF DEADLY FORCE: CONDITIONS UNDER WHICH GUARDS MAY USE DEADLY FORCE. Deadly force is that force which a person uses with the purpose of causing or -- which he knows, or should know -- would create a substantial risk of causing death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- a. Self-defense. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.
- b. Serious offenses against persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (such as arson, armed robbery, aggravated assault or rape).
- c. Lawful order. When directed by the lawful order of superior authority who shall be governed by the above provisions.

MSC SOP # 6. METHODS OF FORCE. The methods or instrumentality listed below, but not limited thereto, may be used to apply force. The minimum amount of necessary force shall be used in all situations. These methods or instruments are listed from the least severe to the most severe:

- a. Physical apprehension and restraint techniques, e.g., come-along holds.

- b. Standard issued Security devices, not including firearms, i.e., the baton. The baton may be used by Security Forces personnel to subdue a resisting subject or in self-defense protection of a third party if circumstances warrant its use. The baton may also be used as a blocking or repelling device in crowd control situations, or to ward off blows from an assailant. The baton must be considered a potentially deadly weapon. A blow delivered to the head or neck can be fatal, and such blows fall under the use of deadly force guidelines.
- c. Firearms. No firearms shall ever be drawn unless its actual use in a situation would be proper under the deadly force guidelines set forth above. Firearms may be drawn and readied for use in situations where it is anticipated that they may be actually required. See HQNDW Security Directive 7-87 for specific guidelines concerning the issuance, use and handling of firearms by Security Force personnel.

MSC SOP # 7. ADDITIONAL CONSIDERATIONS INVOLVING FIREARMS. If in any of the circumstances set forth in MSC SOPs # 4 through # 6 above, it becomes necessary to use a firearm, the following precautions shall be observed, provided that it is possible to do so consistent with the prevention of death or serious bodily harm:

- a. An order to halt shall be given before a shot is fired.
- b. Shots shall not be fired if they are likely to endanger the safety of innocent bystanders
- c. Discharge at or from a moving vehicle shall always be avoided because of inherent danger to innocent bystanders and its considerable ineffectiveness
- d. Warning shots shall not be employed since such firing constitutes a hazard to innocent persons
- e. Only authorized, issued firearms and ammunition shall be carried and used by the guards in the performance of their duties and during training.
- f. A discharge of a weapon other than during authorized training, or any instance of misuse or mishandling by guards, shall be reported immediately to the NDW Security officer.

MSC SOP # 8. LIMITS OF NAVAL JURISDICTION. The Commanding Officer of this activity has the following types of jurisdiction within the specified boundaries:

- a. Exclusive jurisdiction: This exists when the Government possesses, by whatever method acquired, all of the authority of the State and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the Government, except the right to service civil or criminal processes in the area.
- b. Concurrent jurisdiction: This exists when, in granting to the Government authority which would otherwise amount to exclusive jurisdiction over an area, the State reserves to itself the right to exercise, concurrently with the United States, all of the same authority.
- c. Partial Jurisdiction: This exists when the Government has been granted authority over an area in the State, but where the State has reserved to itself the right to exercise by itself or concurrently with the Government other authority constituting more than merely the right to served civil or criminal processes in the area; for example the right to tax private property. Guards have no jurisdiction outside these boundaries other than that of a civilian unless they have received authority from State or Local authorities.

MSC SOP # 9. APPREHENSION OF PERSONS. Guards may apprehend and detain persons only within their jurisdiction and then only for as long as necessary to transfer such persons to law enforcement personnel. Delay in transferring offenders to appropriate law enforcement personnel may make the guard subject to charges of false arrest. Unless an offender is subject to the provisions of the Uniform Code of Military Justice or Navy Manpower Management Instructions, the Commanding Officer is powerless to punish infractions of his own regulations other than by taking up an offender's auto permit, or by some similar denial of privileges. A guard shall avoid the use of force where apprehension can be accomplished without resorting to the use of force. If apprehension cannot be made without

resorting to the use of force, personnel shall use the minimum amount of force necessary. The use of excessive force makes a guard liable to prosecution under law.

- a. Persons in the military service who commit offenses within the limits of a naval station or other shore activity shall be brought before the appropriate naval authority for punishment or trial in accordance with the Uniform Code of Military Justice. For persons in the Navy and other US military services, the duty MSC Security Officer (or NDW Region Security Officer) shall be notified and the offender turned over to the NDW Region Command Duty Officer or his representative, the NDW Master-at-Arms.
- b. Persons not in the military service who commit offenses within the limits of a naval station or other shore activity are subject to trial in the United States District Court for the district in which the station or activity is situated. The NDW Region Security Force shall be notified for appropriate action.

MSC SOP # 10. PERSONNEL IDENTIFICATION BADGES. All personnel requiring access to Government property shall meet the requirements of a need to be aboard and will be identified by one of the forms of identification listed below. For the purposes of entry, a "Visitor" is considered to be any person not attached to or employed by a Command or tenant command at this activity. A Contractor is a special form of visitor. The guard shall not allow any person to pass his post without proper identification.

- a. Cards which are defaced, altered in any way, illegible, or expired will not be honored. In the event of any discrepancy, refer the individual concerned to the Security Office.
- b. Military personnel, military dependents, and certain contract representatives will be granted access to the station 24 hours a day, upon presentation of a valid identification in one of the following forms:
 1. Armed Forces ID Card (DD 2N) Green for active duty military personnel.
 2. Armed Forces ID Card, Gray for retired members with pay.
 3. Armed Forces ID Card, Red for reserve members.
 4. Uniformed Services Identification and Privilege Card (DD 1173) for use by dependents (10 years of age and older) on active duty and retired with pay personnel, and by qualified contract personnel.
 5. United States DoD/Uniformed Services Identification Card: Common Access Card, DoDCIO/OUUSD (P&R)
- c. Civilian personnel who are employed by a Command or tenant command at this activity, requiring access to Government property, must present a Naval District Washington, D.C. or other approved identification card from another Military District Command, such as:
 1. United States DoD/Uniformed Services Identification Card: Common Access Card, DoDCIO/OUUSD (P&R)
- d. Visitors shall be required to show an acceptable form of personal identification, such as driver's License, or other Government Agency Employee Identification.
- e. The NDW Security Officer will indicate to the Security Guard Contractor what forms of personnel identification will be required for Contractors and vendors.

MSC SOP # 11. PROPERTY PASSES. All Government property being removed from MSC facilities must be accompanied by a property pass (S&A Form 155, DD-1104, NAVSUP Form 155, DD-1265, DD-1266, SF-1103 or SF-1131). All material property passes shall be inspected to insure completeness and accuracy. When discrepancies are found in the preparation of a property pass or the property being removed, the person with the property pass or the property being removed shall be detained and the Guard Supervisor notified immediately.

MSC SOP # 12. REPORTS. Information relative to unusual happenings, threats, or actual damage to property, safety hazards, maintenance breakdowns, potential sabotage or espionage, injuries, etc., shall be recorded and maintained in the MSC Security Guard Log. This requirement is not to preclude the immediate notification of the NDW Police Dispatcher of any conditions or matters needing such notifications. The MSC Security Guard Log shall be maintained in a neat and legible manner and shall also include recordings of all other events happening in and around each post.

MSC SOP # 13. ROBBERY. In the event of a robbery (with force and violence) speed in notifying NDW security police and appropriate authorities, and in assisting the response forces is of utmost importance. Of primary importance is the safety and protection of all employees and visitors. Equally important is the identification of the intruders and vehicles used in the robbery. Since all guards are armed, sound judgment must be exercised to prevent situations that may lead to the exchange of gunfire or physical harm to bystanders. Should a robbery occur and come to the attention of a guard the guard shall immediately notify his shift supervisor and take action as appropriate or directed.

J-0401060-02.2 AMD 03

Attachment J-0401060-02.2

NAVSEA Combined Post Orders and SOP

Table of Contents

This Attachment applies to all Naval Sea Systems Command (NAVSEA) services provided under this contract.

Specific NAVSEA Post Orders:

NAVSEA Post #1 Project Manager –
 NAVSEA Post #2 Shift Supervisor –
 NAVSEA Post #3 Alarm Control Center –
 NAVSEA Post #4 Rover –
 NAVSEA Post #5 Rover –
 NAVSEA Post #6 Fixed Post, Bldg 197, Main Entrance –
 NAVSEA Post #7 Fixed Post, Bldg 104, Main Entrance –
 NAVSEA Post #8 Fixed Post, Bldg 176, 4th Floor –
 NAVSEA Post #9 Fixed Post, Bldg 201 –
 NAVSEA Post #10 Fixed Post, Bldg 104, Rear Employee Entrance/Exit –
 NAVSEA Post #11 Rover, Relief and Emergency Response, Bldg 104 –

Security Officer Turnover Checklist –

Standard Operation Procedures (SOP) for NAVSEA Security Guards -

Section A – General SOPs -

1. Uniforms/Appearance –
2. Equipment –
3. Conduct –

4. Package Control –
5. General Duties –
6. Duties of NAVSEA Fixed Posts –
7. Authority –
8. Burn Bags –
9. Normal Working Hours –
10. Issuance and Storage of Weapons –
11. Communications Equipment Issue –
12. Guard Mounts –
13. NAVSEA Crisis Situations –
14. Records and Reports –

Section B – Use of Deadly Force at NAVSEA -

Section C – Entry and Exit Inspections/Prohibited Items -

Section D – Emergency Procedures –

Section E – Lost and Found -

Section F – Key Control –

Specific NAVSEA Post Orders

Post # 1 and Post # 2 - Project Manager and Shift Supervisor

1. General. The Contractor's NAVSEA on-site Project Manager (NAVSEA PM) shall manage the contract security force serving the NAVSEA sites/campus at the Washington Navy Yard, and shall be the Contractor's liaison for NAVSEA matters with the NAVSEA Security Officer. Project Manager/Shift Supervisor shall be responsible for the total work effort associated with NAVSEA guard services and the Contractor's agent of enforcement of this contract's requirements. Project Manager and Shift Supervisor shall be uniformed, armed, and have SECRET security clearances. Posts 1 and 2 combined shall result in the Contractor's designated Supervisor being on site at NAVSEA during all shifts, 24 hours per day, 365 days per year. Location is Building 197, Room 1152A. Fixed and Roving (i.e., supervisory and response) duties.
 - a. Project Manager shall be on-site, 0700-1530 hours, Mondays through Fridays, including Holidays. The Project Manager shall serve as the day Shift Supervisor, in addition to their own duties, during these same days and hours.
 - b. A Shift Supervisor shall be on-site during the following days and times, to include weekends and holidays.
 1. 1500-2330 hours Monday through Sunday
 2. 2300-0730 hours (Mon-Tues, Tues-Wed, Wed-Thurs, Thurs-Fri, Fri-Sat, Sat-Sun, Sun-Mon)
 3. 0700-1530 Saturday
 4. 0700-1530 Sunday
 - c. The NAVSEA PM/Shift Supervisor shall be available at all times to receive and implement orders or special instructions from the Contracting Officer or the NAVSEA Security Officer, concerning matters which affect the operation, protection and/or security of assigned areas.
 - d. The NAVSEA PM/Shift Supervisor shall have a dedicated 24-hour a day, 7 days a week, 52 week a year pager. All pager calls shall be returned within 10 minutes. Contractor shall provide the pager telephone numbers to the NAVSEA Security Officer and Contracting Officer within 15 days after contract award.
 - e. When the NAVSEA PM/Shift Supervisor plans to be absent, such as on vacation, sick leave, maternity leave, or planned extended absences, the Contractor shall notify the Contracting Officer in writing seven days in advance and provide a designated, qualified, approved replacement during these absences.
 - f. The Contractor shall notify the Contracting Officer orally if the NAVSEA PM/Shift Supervisor is expected to miss a normal eight-hour shift because of illness. The Contractor shall advise the Contracting Officer the name of the person who will be the Contractor's substitute representative during this absence. If the NAVSEA PM is ill for more than three consecutive days, the Contractor shall provide a qualified, approved replacement during this absence.
 - g. The NAVSEA PM/Shift Supervisor shall not hold or perform the position of an on-duty guard except in emergencies. In emergencies, the Contractor's representative or supervisor may man a guard post not to exceed three hours in any consecutive eight-hour period.
 - h. Project Management/Shift Supervision includes, but is not limited to: planning, scheduling, reports preparation, establishing and maintaining records, employee indoctrination, training, and quality control.
 - i. The NAVSEA PM/Shift Supervisor shall assure that each guard has all the necessary training, equipment, materials and supplies for them to perform their assigned duties.
 - j. The NAVSEA PM/Shift Supervisor shall perform spot inspections of the guards, to include uniforms, equipment, post, and copies of Guard Post Orders and SOPs.

- k. The NAVSEA PM/Shift Supervisor shall receive complaints from any person concerning security, safety, or law enforcement within the Government's jurisdiction. Such complaints shall be reported promptly to the NAVSEA Security Officer or NDW Security Police for resolution and disposition. The Contractor's security guards shall endeavor to deter crimes against persons without waiting for a specific complaint, while immediately notifying the NDW Security Police.
 - l. The NAVSEA PM/Shift Supervisor shall comply with all requirements of the SOP and Guard post Orders and insure all other members of the Security Guard Force do also.
2. Specific Duties and Responsibilities:
- a. The Project Manager/Shift Supervisor shall perform his/her duties in accordance with this contract, including applicable SOPs and Post Orders.
 - b. The NAVSEA PM/Shift Supervisor shall perform a formal Guard Mount at the start of each shift as per SOP Section A. Also, supervise the mounting, demounting and storage of communications equipment.
 - c. The Project Manager/Shift Supervisor must ensure all on-coming officers are briefed of any/all changes to the Antiterrorism/Force Protection (ATFP) conditions.
 - d. The Project Manager/Shift Supervisor must ensure all security officers have signed in on post and have reviewed their specific areas of responsibility as it relates to the post that they have signed on to.
 - e. The Project Manager/Shift Supervisor must ensure all incoming security officers are in proper uniform, neatly groomed, and equipped in accordance with the contract before the Guard Mount begins.
 - f. The Project Manager/Shift Supervisor must ensure that any issues/incidents that impact a specific post will be passed down (briefed), to each shift security officer.
 - g. The Contractor (i.e., PM and Shift Supervisors) shall develop a schedule to rotate personnel from post to post. These rotations are to provide bathroom breaks, lunches and to familiarize all guards with all posts and duties to include the Monitor Station (Post #3) and Foot Patrols (Posts #4 and #5).
 - h. (Read SOP Section B on Deadly Force). Deadly Force is authorized in the performance of duties for self-defense and/or defense of others in imminent danger of bodily harm or death.
 - i. Assist employees with "Lost and Found" items to be turned into the US Government for safekeeping.
 - j. Arrange for the inspections of restrooms by members of the appropriate sex, or make arrangements satisfactory to the NAVSEA Security Officer to have the restrooms cleared during their inspections.
 - k. Maintain and use Pass-Down logs.
 - l. The NAVSEA PM/Shift Supervisor shall ensure that the Tingy Street vehicle and pedestrian gate is unlocked and open during an emergency evacuation of building 197.

Post # 3 Alarm Control Center - Bldg 197, 1E1400

1. General. Monitor Room Security Guard, uniformed, armed, and having a SECRET security clearance. This is a fixed post located in the ACC located in Building 197, Monitoring Room, 1E1400 or 1152A. This is a 24 hours per day post, 7 days a week, including holidays. The security guards at the Monitor Station shall function as the dispatcher of the Security Guard force for NAVSEA.

2. Monitoring of Alarm Systems. The Contractor shall monitor the Intrusion Alarm System, the Proximity Access System, and CCTV Monitoring System continuously, from Building 197, Room 1152A. The guard monitoring the alarms shall be capable of communicating with the NAVSEA security guards and directing them to respond to an alarm. Also, the guard monitoring the alarms shall be capable of communicating with the appropriate authorities (NDW Fire Department, NDW Police, NDW Security and NAVSEA Security, etc.). The guard monitoring the alarms must be able to contact any individual, organization or dispatch a roving security guard to the site of an alarm or emergency within five (5) minutes of alarm. Guards must arrive at the alarm site within five (5) minutes of alarm. Response time begins when the alarm sounds. The Government reserves the right to test the Security Guard Force's response to alarms not more than 30 times per month, during the contract, without prior notice. Training on the systems will be provided by NAVSEA employees.

3. Specific Duties and Responsibilities:

- a. The Security Guard at the Monitor Station shall relay, by land line, information to the NDW Security Communications Center as needed. The information to be relayed could be requests of assistance with Security, Medical, Fire or Disaster.
- b. The Security Guard Force shall rotate posts on all shifts, except that of the Project Manager and Shift Supervisors.
- c. Maintain the Officer's Operation Log (GSA Form 1103). Record on an hourly basis and advise the Shift Supervisor of any incidents/off normal occurrences within the NAVSEA Campus, (e.g., fire, bomb threat, accidents and unlawful acts).
- d. Acknowledgement of Alarms:
 - (1) The Contract Security Officer will contact the on duty rover to respond to the secure area in trouble.
 - (2) The Contract Security Officer will pull up the computer based "Re-Call Roster" and call the Security Administrator of the space in trouble alarm.
 - (3) The Contract Security Officer will instruct the rover to check the perimeter of the space to ensure the area has not been penetrated.
 - (4) All SCIF alarms, e.g., bldg 197 4W2800, bldg 176, 4th and 5th floors, bldg 200, 1st floor and bldg 36, 1st floor, are "PRIORITY ONE" alarms, and take precedence over all other alarms. If multiple alarms come in and one is a SCIF alarm, this takes precedence and the security officer is to notify the rover ASAP to respond the SCIF and must do so within 5 minutes in accordance with the DCID 1/21 and SECNAVINST 5510.36. All other alarms have a required alarm response of 15 minutes.
- e. Monitor the Close Circuit Television (CCTV). Contact the rover of any incidents that occur.
- f. Obey all general orders and enforce compliance with established rules and regulations. Contact Shift Supervisor for relief.
- g. No eating or drinking at the Alarm Panel. All eating or drinking must be done at the supervisor's desk or in

the break room.

- h. Monitor the loading dock, acknowledge and respond to vendors who require access.
- i. (Read SOP Section B on Deadly Force). Deadly Force is authorized in the performance of duties for self-defense and/or defense of others in imminent danger of bodily harm and or death.

Post # 4 and Post # 5 - Roving Patrols

1. General. Post # 4 is Foot Patrol # 1. Post # 5 is Foot Patrol # 2. Location is the NAVSEA campus/complex and is a Roving Sentry. Guards shall be uniformed, armed, and having a SECRET security clearance. Posts shall be manned 24 hours a day, 7 days a week, including weekends and holidays. Foot Patrol guards shall be each equipped with communications equipment, and shall be capable of making contact with the Contractor's Dispatcher (Post # 3) and/or Shift Supervisor at all times. The Security Guards on Foot Patrol shall have a completely random patrol sector. The Foot Patrol posts shall not patrol together. Foot patrols shall be directed to an alarm site by the guard at the Monitor Station (Dispatcher, Post # 3). The Contractor (i.e., PM and Shift Supervisors) shall rotate personnel from post to post, to provide bathroom breaks, lunches and to familiarize all guards with all posts.

2. Specific Duties and Responsibilities:

- a. Roving Patrols are continuous foot patrols in and around the NAVSEA Campus, to include: Buildings 197, 201 and 104; Bldg 176, 1st, 4th and 5th floors; Bldg 22, 3rd and 4th floors; Bldg 200, 1st floor; and Bldg 36, 1st floor.
- b. Foot Patrols shall be continuously on the alert, checking for unsecured facilities and for any occurrence of fires, flooding, explosions, collapses, and other such conditions (by close and detailed observation of buildings, machinery, vehicles, equipment, other resources, and personnel) that could result in damage to buildings/equipment or injuries to personnel. Such checks shall specifically include classified materials storage areas, weapons and munitions storage areas, safes and other areas specifically identified by the Government. The patrol guards shall also turn off unnecessary lights and appliances and close windows/doors to conserve energy.
- c. Unsafe or potentially unsafe conditions, procedures, or activities shall be identified and corrected promptly, if possible. Alternatively, the Contractor shall restrict admission to the unsafe area to minimize the risk and notify the proper authority so that repair or correction can be accomplished as soon as possible. In the event of a catastrophe, the Contractor shall immediately summon appropriate response forces, notify Government personnel prescribed in the SOP, assist in minimizing the effects thereof, and assist in restoring the area to a safe condition as soon as possible.
- d. Obey all general orders. Observe, enforce and follow applicable SOPs in this contract and in other applicable DOD, DON, OPNAVINST and NAVSEA Security Division instructions and directives.
- e. Maintain the Officer's Operation Log (GSA Form 1103). Record on an hourly basis and advise the ACC of any incidents/off normal occurrences within the NAVSEA Campus (e.g., fire, bomb threat, accidents and unlawful acts).
- f. Enforce compliance with established rules and regulations in accordance with the contract.
- g. Respond to alarms and incidents when notified by the ACC Officer or Shift Supervisor. The guard on foot patrol shall respond to requests to investigate an alarm within five (5) minutes of receiving the call.
- h. Conduct random patrols throughout NAVSEA, both internally and externally. This should be accomplished at least twice per 8-hour shift, or at least once per 8 hour shift if adequately protected by an operational IDS. This is intended as a benchmark guide and not as a hard and fast rule.
- i. Once every 4 hours Post # 4 shall conduct inspections on even hours; once every 4hours, Post # 5 shall conduct inspections during odd hours. Check the entire interior/exterior perimeter of all NAVSEA buildings, to detect unauthorized entry (attempted or actual). Inspection travel routes shall be varied in order not to establish a pattern.
- j. During morning hours (0630-0830), and afternoon (1530-1700), Post # 4 and # 5 will take up positions at the

employee and main entrance to Bldg 197, respectively, to assist in ingress/egress control.

- k. If available, upon request, provide courtesy escorts for NAVSEA employees walking to their on-base vehicles after normal working hours.
- l. Breaks will be staggered to ensure that least one security officer is available at all times.
- m. (Read SOP Section B on Deadly Force). Deadly Force is authorized in the performance of duties for self-defense and/or defense of others in imminent danger of bodily harm or death.
- n. Government Directed Diversions. In case of emergency conditions requiring immediate attention, the Contracting Officer or the NAVSEA Security Officer may direct the Contractor's on site Supervisor to temporarily divert roving patrol personnel away from their normal duties to respond to the emergency conditions, at no additional cost to the Government. Such employees shall return to their normally assigned patrol duties when released from the emergency situation.
- o. Contractor Directed Diversions. Except for the emergency conditions described in the SOP, the Contractor shall not divert roving patrol personnel away from their prescribed schedules without the prior approval of the Contracting Officer. In instances where verbal deviation approval is given by the Contracting Officer or the NAVSEA Security Officer, all pertinent facts concerning the deviation shall be recorded in an incident report and forwarded to the Contracting Officer within three hours of the approval. Diversions resulting from emergency conditions described in the SOP shall be reported to the Contracting Officer in an incident report within three hours of the diversion.
- p. The Security Guards on Foot Patrol shall raise and lower the United States Flag (and other flags as authorized) at the locations and times indicated by the Government. No deviations are permitted unless authorized. Verbal authorizations shall be recorded in an incident report.

The Security Guards on Foot Patrol shall raise and lower the United States Flag (and other flags as authorized) at the locations and times indicated by the Government. No deviations are permitted unless authorized. Verbal authorizations shall be recorded in an incident report.

No eating or drinking at these posts.

Post # 6 - Building 197 Main Entrance

1. General. This post is located at the main entrance of Building 197 and is manned 24 hours a day, 7 days a week, including weekends and holidays. Guards shall be uniformed, armed, and having a SECRET security clearance.
2. Specific Duties and Responsibilities:
 - a. The Contract Security Officer must follow all general orders in the performance of this post.
 - b. Enforce the access control policy in accordance with NAVSEAINST 5530.3. Personnel who do not possess the appropriate badge media will be directed to the Command Visitor Control Office. During non-duty hours all visitors must have a NAVSEA Escort to gain entry into NAVSEA buildings. If a NAVSEA Escort is present the security officer will require the visitor to sign in and will issue a visitor badge for that day.
 - c. Maintain Officer's Operations Log (GSA Form 1103). Record on an hourly basis any incident that occurs within building 197, (e.g., fire, bomb threat, accidents and unlawful acts), or "All Secure" as appropriate. Notify Shift Supervisor when abnormal events occur.
 - d. Observe building occupants and enforce compliance with established rules and regulations.
 - e. Perform package inspections when directed to do so by proper authority in accordance with Section C.

(Read SOP Section B on Deadly Force) Deadly Force is authorized in the performance of duties for self-defense of others in imminent danger of bodily harm or death.

No eating on this post.

Post # 7 - Fixed Post Building 104 Main (West) Entrance

1. General. This fixed post is located at Washington Navy Yard, NR/NAVSEA 08 Building 104, first floor, Main Lobby Entrance. It is manned 24 hours a day, seven days a week, 365 days a year, to include weekends and holidays. Guards shall be uniformed, armed, and having a SECRET security clearance.

2. Duties

The security officer assigned to control access at Building 104 should take charge of the post and be aware of all activity that takes place at his/her post. The security officer is responsible for ensuring that all individuals requiring building access are authorized and properly badged. In addition, the security officer must physically inspect all incoming/outgoing hand-carried items and take action in the event that unapproved/undeclared items (e.g., prohibited items, unapproved ADP equipment) are discovered. Any deviation of existing post orders or instructions should be reported to the Security Supervisor and NR/08V Security, Room 2S-200.

3. Badging

All individuals requiring Building 104 access will be required to wear an identification badge. All badges will be worn on the individual's outer most garment. Security officers must verify that the badge being presented matches the facial features of the person presenting the badge. The badge must also have all required logos/markings. Any signs of badge tampering or incorrect marking will be brought to the attention of the Security Supervisor and NR/08V Security.

Building 104 Access Badges

CLEARANCE LEVEL	BADGE TYPE
DOE Q / L CLEARED	PERMANENT DOE PROXIMITY (BLUE BACKGROUND WITH PICTURE) 'Q' or 'L'
NAVSEA C/S/TS CLEARED	STANDARD NAVSEA PICTURE BADGE
OTHER CLEARED (e.g., PCOs/MILPers Naval Academy/NOTC Interviewees/Admin Civilian Hires Prime Contractors)	TEMPORARY BLUE BACKGROUND BADGE WITH 'T' OR POSITION (E.G. MANAGER, PNR) IN THE MIDDLE
UNCLEARED (e.g., NUPOCs, Janitorial* and Maintenance Personnel)	TEMPORARY YELLOW BACKGROUND BADGE WITH 'T' IN THE MIDDLE

- Janitorial staff in possession of a permanent NAVSEA proximity badge and whose badge has been programmed for access to Building 104 do not require a yellow temporary badge.

4. Visitors

a. Unless specifically approved by NR/08V Security, temporary badges will be issued to all Building 104 visitors based on clearance. The security officer posted at the Main Entrance will:

- Check visitor photo identification,
- Have visitors complete the Visitor Log,

- Issue badges to visitors in accordance with the “Badge Issuing Procedure.” (Note Prime Contractor Visitors will normally report to the 08 Administrative Offices.)
- Call the NR/NAVSEA 08 point-of-contact (if applicable).

b. The security officer must ask the visitor whether he is carrying classified documents. If the answer is affirmative, then the security officer should verify that the documents are wrapped, no classification markings are visible, and the visitor is carrying a courier card.

c. The security officer at the Main Entrance will ensure that badges are returned at the time the individual logs out, before exiting the building.

d. The Main Entrance security officer will prohibit access by unannounced and un-cleared visitors in the lobby until the sponsoring NR/NAVSEA 08 employee is called to escort them to the appropriate area. The security officer will also verbally question the visitor to ensure the following requirements have been met:

Are you a citizen of the United States?

Are you carrying Prohibited Items or Classified Matter?

Are you carrying any Personal Electronic Devices (PEDs) or computer media?

e. The Main Entrance security officer will maintain a Visitor Log as a record for all un-cleared visitors to the building. Completed Visitor Log sheets will be routed to NR/08V Security, Room 2S-200 the next working day.

f. Access control lists approved by NR/08V Security will be maintained at the security officer's station. The security officer will allow access to routine visitors whose name is listed on approved Building 104 access lists (e.g., janitorial/maintenance staff). The security officer will issue these individuals a temporary yellow badge for "Un-cleared Visitors" in accordance with the "Badge Issuing Procedure." Individuals with a permanent NAVSEA badge programmed for access to Building 104 do not require a temporary yellow badge.

g. NR/08V Security, Room 2S-200, receives all approved Visit Requests for cleared visitor access at least 2 working days prior to the date of the visit. Approved Visit Requests can be mailed or faxed (202-781-6404). NR/08V Security will enter information for visitors in the Building 104 Automated Access Control (AACS) computer. The security officer will verify the visitor's information in the AACS computer and issue a temporary blue badge for “Cleared Visitors” in accordance with the “Badge Issuing Procedure.” Visit Requests are not required for NR Prime contractor and Field Office personnel who possess a DOE "Q" or "L" picture badge. The security officer will direct cleared Naval Reactors' prime contractor and Field Office visitors to the NR/NAVSEA 08 Administrative Office where they will check out a temporary blue "T" badge. These badges will be returned to the Administrative Office at the end of the visit period.

h. Foreign nationals may not enter Building 104 unless NR/08V Security is notified of the visit in writing and, they are escorted at all times by a cleared NR/NAVSEA 08 employee, preferably the sponsor of the foreign national. A copy of the request for visit will be provided to the security officer at the main lobby station. The security officer will issue the foreign national visitor a yellow temporary badge.

i. The Military Personnel Office (MILPERS) will greet all Prospective Commanding Officers (PCOs) and Interviewees upon initial report to the Building 104 lobby. MILPERS will issue assigned temporary badges to these visitors. Prior to final NR checkout, the temporary badges will be returned to MILPERS.

5. NAVSEA Employees.

The security officer will allow access to cleared NAVSEA employees whose proximity badges have been programmed for access to Building 104, by NR/08V Security. These cleared individuals may scan their proximity badge and proceed to the appropriate area unescorted. NAVSEA employees whose badges are

not programmed for Building 104 access may not access the building unless they are escorted by an NR/NAVSEA 08 sponsor. The security officer should call the visitor's NR/NAVSEA 08 point of contact for escorting.

6. NR/NAVSEA 08 Employees

- a. All NR/NAVSEA 08 employees in possession of DOE proximity badges are authorized to enter Building 104 via the main entrance/exit turnstiles, the rear entrance/exit and the garage side door entrance/exits. NR/NAVSEA 08 employees are permitted to hold the door for other NR/NAVSEA 08 employees entering the building at the same time without additional scanning of badges. The security officer should turn around, acknowledge anyone entering via the side doors, and verify that they have a blue DOE 'Q' badge. NR/NAVSEA 08 employees should offer the hand carried items to the security officer for inspection.
- b. During heightened Force Protection Conditions, security measures such as employee ingress only through the main entrance will be implemented and enforced. Garage gates will be maintained closed unless a vehicle is entering or leaving the garage.
- c. If an NR/NAVSEA 08 employee forgets or loses his/her DOE proximity badge, the security officer will request the individual to show an official identification with a photo (e.g., driver's license, military ID) or the security officer will verify the individual's information in the Automated Access Control System database. Then, the security officer will request the employee to report immediately to NR/08V Security, Room 2S-200, for a temporary badge.

7. Hand Carried Inspections

- a. All employees and visitors are subject to inspection of hand carried articles (i.e., briefcases, purses, parcels or other containers) upon entry into and exit from Building 104 during normal working hours, 0600 - 1900. The purpose of these inspections is to prevent unauthorized introduction of prohibited articles into, or removal of classified material or Government property from Building 104. The security officer should be looking for the following prohibited articles:

- Cameras and film
- Firearms and Ammunition
- Explosives and Incendiaries
- Unregistered Cellular Phones
- Unregistered Personal Electronic Devices (i.e., PDA's) **
- Personal Defense Aerosols or sprays
- Recording Devices
- Copying or Reproduction Devices
- Illegal Drugs and Alcoholic Beverages
- Personal Radios with transmitters (e.g., Citizen Band)
- Radioactive Material
- Personal Computer Equipment (Hardware & Software)
- CD players, and similar electronic devices that are not covered in the PED policy
- Data Processing Digital/Optical Media (Tapes/Disks/CD's/DVD's)
- Music CD-ROMs, cassette tapes, Mini discs and other such media
- Any Item the Possession of Which is a Violation of Federal, State or Municipal Law

**Personal Electronic Devices (PEDs) are defined as cellular telephones, pocket/handheld personal computers, advanced programmable calculators, Personal Digital Assistants, and Personal Information Managers with messaging and e-mail capability.

- b. The security officer will report any employee in possession of prohibited articles to the Security

Supervisor and NR/08V Security immediately.

c. The posted security officer should not unwrap or open packages for which the employee has a valid courier card or property pass in their possession. In the event there is suspicion regarding the contents of a classified package, the security officer should get the employee's name and immediately notify the NR/08V Security Officer of the incident.

d. If an employee refuses to consent to an inspection upon ingress/egress to Building 104, the security officer should note the employee's name and immediately notify the NR/08V Security Officer of the incident.

e. Employees should have a valid property pass in their possession for removal of property, personal or government, from the building. The security officer should request to see property passes for any equipment being removed from Building 104. A valid courier card is required for anyone hand carrying classified material. The NR/08V Security Officer should be contacted for any problems with property passes or courier cards.

8. Turnover Checklist. All security officers will utilize the attached Security Officer Turnover Checklist (Copy shown on Page 17) to document proper turnover between shifts.

9. Emergencies. All emergencies should be reported to the on-site supervisor, the appropriate agencies (NAVSEA Duty Officer, Fire Department, NDW), and NR/08V Security.

10. Points of Contact

a. NR/08V Security

Donna Barnette – Security Specialist, x15919, after hours 540-752-5922

David Troeger – Director of Security, x15630, pager 877-656-8882

Gearld Alford – Security, x15637

b. NR/08Y Chief Information Officer

Craig Bortle – NR Program and NR HQ Cyber Security, x16231, cell 703-407-9734

Scott Boaman – NR HQ IT Systems & NR Program Cyber Security, x15931, cell 703-801-4583

Jon Kling – Chief Information Officer (CIO), x16264, cell 703-407-5613

Post # 8 - Building 176, 4th Floor

1. General. This is a fixed post located in building 176, 4th floor and manned 24 hours a day, 7 days a week, to include holidays. Guards shall be uniformed, armed, and having a SECRET security clearance.

2. Specific Duties and Responsibilities:

- a. The Contract Security Officer must follow all general orders in the performance of this post.
- b. Enforce the access control policy in accordance with NAVSEAINST 5530.3. Personnel who do not possess the appropriate badge media will be directed to the Command Visitor Control Office. During non-duty hours all visitors must have a NAVSEA Escort to gain entry into NAVSEA buildings. If a NAVSEA Escort is present the security officer will require the visitor to sign in and will issue a visitor badge for that day.
- c. Contact the Roving Foot Patrol (Post # 4 or # 5) in case of an alarm or incident on the 4th floor of Bldg 176.
- d. Maintain Officer's Operations Log (GSA Form 1103). Record on an hourly basis any incident that occurs within building 197, (e.g., fire, bomb threat, accidents and unlawful acts), or "All Secure" as appropriate. Notify Shift Supervisor when off normal events occur.
- e. Observe building occupants and enforce compliance with established rules and regulations.
- f. Perform package inspections when directed to do so by proper authority in accordance with Section C.

(Read SOP Section B on Deadly Force). Deadly Force is authorized in the performance of duties for self-defense and/or defense of others in imminent danger of bodily harm or death.

No eating on this post.

Post # 9 - Building 201, Main Lobby

1. General. This post is fixed and located in Building 201, and is manned 24 hours a day, 7 days a week, to include, holidays. Guards shall be uniformed, armed, and having a SECRET security clearance.

2. Specific Duties and Responsibilities:

- a. The Contract Security Officer must follow all general orders in the performance of this post.
- b. Enforce the access control policy in accordance with NAVSEAINST 5530.3. Personnel who do not possess the appropriate badge media will be directed to the Command Visitor Control Office. During non-duty hours all visitors must have a NAVSEA Escort to gain entry into NAVSEA buildings. If a NAVSEA Escort is present the security officer will require the visitor to sign in and will issue a visitor badge for that day.
- c. Contact the rover (Post # 4 or #5) in case of an alarm or incident on the 4th floor of bldg 176.
- d. Maintain Officer's Operations Log (GSA Form 1103). Record on an hourly basis any incident that occurs within building 197, (e.g., fire, bomb threat, accidents and unlawful acts), or "All Secure" as appropriate. Notify Shift Supervisor when off normal events occur.
- e. Observe building occupants and enforce compliance with established rules and regulations.
- f. Perform package inspections when directed to do so by proper authority in accordance with Section C.

(Read SOP Section B on Deadly Force). Deadly Force is authorized in the performance of duties for self-defense and/or defense of others in imminent danger of bodily harm or death.

No eating on this post.

Post # 10 - Fixed Post Rear Employee Entrance/Exit, Building 104

1. General: This fixed post is located at Washington Navy Yard, rear entrance of NR/NAVSEA 08 Building 104. It is manned 13 hours each day, from 0600-1900 hours, Monday through Friday, excluding Saturdays, Sundays and Holidays. Guards shall be uniformed, armed, and having a SECRET security clearance. This entrance/exit will be locked down during non-working hours (after 1900) and on weekends and holidays. The security officer will:

a. Allow access to all NR/NAVSEA 08 employees in possession of DOE proximity badges. The employees should scan their proximity badge, enter the building, and show their badge to the posted security officer.

b. Allow access to all NR/NAVSEA 08 employees in possession of blue temporary 'T' badges. Employees in possession of blue temporary badges should scan their badge, enter the building and present a valid photo ID to the security officer before they are allowed access to proceed to their destination.

2. Employees who have lost their DOE proximity badge or have forgotten their badge should be directed to walk around the side of Building 104 and enter the building through the main lobby entrance.

3. All visitors should be directed to walk around the side of the building to the main entrance for ingress.

4. Military personnel without an authorized DOE proximity badge or blue temporary 'T' badge should be directed to enter Building 104 via the main entrance.

5. Hand Carried Inspections

a. All employees are subject to inspection of hand carried articles (i.e., briefcases, purses, parcels or other containers) upon entry into and exit from Building 104 during normal working hours, 0600 - 1900. The purpose of these inspections is to prevent unauthorized introduction of prohibited articles into, or removal of classified material or Government property from Building 104. The security officer should be looking for the following prohibited articles:

- Cameras and film
- Firearms and Ammunition
- Explosives and Incendiaries
- Unregistered Cellular Phones
- Unregistered Personal Electronic Devices (i.e., PDA's) **
- Personal Defense Aerosols or sprays
- Recording Devices
- Copying or Reproducing Devices
- Illegal Drugs and Alcoholic Beverages
- Personal Radios with transmitters (e.g., Citizens Band)
- Radioactive Material
- Personal Computer Equipment (Hardware & Software)
- CD players, and similar electronic devices that are not covered in the PED policy (Tapes/Disks/CD's/DVD's)
- Music CD-ROMs, cassette tapes, Mini discs and other such media
- Any Item the Possession of Which is a Violation of Federal, State or Municipal Law

**Personal Electronic Devices (PEDs) are defined as cellular telephones, pocket/handheld personal computers, advanced programmable calculators, Personal Digital Assistants, and Personal Information Managers with messaging and e-mail capability.

b. The security officer will report any employee in possession of prohibited articles to the Security

Supervisor and NR/08V Security immediately.

c. The posted security officer should not unwrap or open packages for which the employee has a valid courier card or property pass in their possession. In the event there is suspicion regarding the contents of a classified package, the security officer should get the employee's name and immediately notify the NR/08V Security Officer of the incident.

d. If an employee refuses to consent to an inspection upon ingress/egress to Building 104, the security officer should note the employee's name and immediately notify the NR/08V Security Officer of the incident.

e. Employees should have a valid property pass in their possession for removal of property, personal or government, from the building. The security officer should request to see property passes for any equipment being removed from Building 104. A valid courier card is required for anyone hand carrying classified material. The NR/08V Security Officer should be contacted for any problems with property passes or courier cards.

7. Issue keys/locks and lockers to employees in possession of selected prohibited items (e.g., a personal CD player, DVD viewer, or laptop, etc.). These lockers will normally be used only for the day they are assigned (see Building 104 Policy and Procedure for Use of Prohibited Items Lockers). For security reasons, it is important that employees return their locks to the security officer and take their stored property with them at the end of each workday. Permanently assigned lockers and locks/keys will be issued by NR/08V Security.

8. All security officers will utilize the attached Security Officer Turnover Checklist (Attachment 1) to document proper turnover between shifts.

9. Emergencies. All emergencies should be reported to the on-site supervisor, the appropriate agencies (NAVSEA Duty Officer, Fire Department, NDW), and NR/08V Security.

10. Points of Contact

a. NR/08V Security

Gearld Alford - Headquarters Security Officer, x15637

Donna Barnette - Security Specialist, x15919, after hours 540-752-5922

David Troeger - Director of Security, x15630, pager 877-656-8882

b. NR/08Y Chief Information Officer

Craig Bortle – NR Program and NR HQ Cyber Security, x16231, cell 703-407-9734

Scott Boaman – NR HQ IT Systems & NR Program Cyber Security, x15931, cell 703-801-4583

Jon Kling, Chief Information Officer (CIO), x16264, cell 703-407-5613

Post # 11 - Building Roving Patrol, Building 104

1. General: The Building 104 roving patrol position established in the Washington Navy Yard, at NR/NAVSEA 08 in Building 104, is a combination of a relief person, a response person to emergencies, and a rover in the building. It is manned 24 hours per day, Monday through Friday, excluding Saturdays, Sundays and Holidays. Guards shall be uniformed, armed, and having a SECRET security clearance.

2. The roving patrol is expected to relieve other security officers posted in Building 104 for scheduled breaks, routine breaks, and lunch breaks.

3. The roving patrol will assist the Post # 7 and Post # 10 security officers in the main lobby area and rear entrance area of Building 104 with ingress/egress inspections of hand carried articles, as needed.

4. The roving patrol will assist the Post # 7 security officer with visitor access control and issuing of temporary badges.

5. After hours, the roving patrol should conduct a walk-through of Building 104 interior office spaces. The roving patrol shall protect any safes left unattended or found open until the on-site supervisor and NR/08V Security have been notified. The roving patrol should lock and secure the container, according to supervisor or NR/08V Security instructions. This infraction should be immediately documented.

6. The roving patrol shall ensure:

a. Secure rooms are properly secured/locked. Any room found unlocked should be secured immediately. The on-site supervisor and office custodian should be notified.

b. Any classified paper found adrift should be secured immediately. Document when and where the classified information was discovered.

c. Check computer systems to ensure they are turned off and data storage media is secured.

d. All unusual occurrences are reported to the appropriate personnel (i.e., office custodians for alarms, ADT for equipment failure). Ensure NR/08V Security is notified no later than the next morning.

7. All emergencies should be reported to the on-site supervisor, the appropriate agencies (NAVSEA Duty Officer, Fire Department, NDW), and NR/08V Security.

8. Points of Contact:

a. NR/08V Security

Gerald Alford, Headquarters Security Officer, ,
Donna Barnette, Security Specialist, x15919, after hours 540-752-5922
David Troeger, Director of Security, x15630, pager 877-656-8882

b. NR/08Y Chief Information Officer

Craig Bortle – NR Program and NR HQ Cyber Security, x16231, cell 703-407-9734
Scott Boaman – NR HQ IT Systems & NR Program Cyber Security, x15931, cell 703-801-4583
Jon Kling – Chief Information Officer (CIO), x16264, cell 703-407-5613

Security Officer Turnover Check List

(Initial Applicable Line)

Yes

No

Shift turnover briefing conducted

Building events log reviewed

Shift supervisor notified of all unusual building events

08V security notified of all unusual building events

Appropriate agencies notified of unusual events in the building
(NAVSEA Security, ADT, Fire Dept, NDW, DC police)

Front emergency door properly secured and alarmed (Post 7)

Turnstiles work properly (Post 7: Check all 4 with badges)

Temporary badges inventoried (Post 7: Once daily)

All keys accounted for (Post 7)

Garage secure (Roll-up gate down)

Back emergency door properly secured and alarmed (Post 10)

Door from the rear of the garage secure (Post 10)

Check sheet Completed: Post 7 10 (Circle One)

Name_____
Signature_____
Date

Standard Operation Procedures (SOP) for NAVSEA Security Guards

Section A - General SOP Orders for all NAVSEA Security Guards

1. Uniforms/Appearance. See Attachment J-0401060-09, Grooming Standards.
2. Equipment. All Contract Security Officers will be armed with issued Beretta Model 92F 9mm pistol and 45 rounds of ammunition in three magazines. Duty belt will consist of issued handcuffs with case, handcuff key, operating handheld radio, flashlight, and baton. Issued equipment is the only authorized items on duty belts.
3. Conduct
 - a. Contract Security Officers will be courteous, respectful and helpful at all times. However, they will be firm in the execution of their orders.
 - b. Loitering or visiting will not be permitted in the general area of or at a guard post.
 - c. Loud and boisterous talk will not be permitted in the general area of a post.
 - d. Skylarking, card and/or game playing will not be permitted on duty.
 - e. Commercial radios or televisions are not permitted at a guard post.
 - f. The reading of newspapers, magazines, or similar reading material, is not permitted while on post.
 - g. The use of alcohol is prohibited while on duty or within eight hours preceding duty.
 - h. Smoking is not permitted at a guard post or anywhere within the NAVSEA Campus.
 - i. Personal telephone calls are prohibited while on post.
 - j. Personal cell phones are not authorized while on post.

Eating and storing of food and personal items while on post is prohibited.

4. Package Control. Personal belongings will not be kept on post, nor will Contract Security Officers keep any items for safekeeping from other personnel.
5. General Duties.
 - a. To protect NAVSEA persons (military, civilian and visitors) and property.
 - b. To keep constantly alert and observe everything within sight or hearing.
 - c. To report all violations of published and/or verbal orders.
 - d. To remain on Post until properly relieved by direction of a supervisor.
 - e. To pass on all information relative to Post to the relieving guard.
 - f. To notify the security officer at the Alarm Control Center of any sounding alarm and take action when warranted in event of fire, disorder, or any other emergency.

- g. To keep the Project Manager/Shift Supervisor advised of changes and conditions within and surrounding the manned Post/assignment.
- h. Receive, receipt for, and temporarily secure lost or found articles in a secure manner, pending return to owner or transfer to the Government Security Force. Immediately report the circumstances, and turn over any lost and found property to Shift Supervisor
- i. To obey all lawful orders from supervisory/proper authority.
- j. To review orders or special assignments upon assuming duty.
- k. The Contractor shall not disturb papers on desks, open desk drawers or cabinets, erase blackboards, or use Government equipment except as authorized.

6. Duties of NAVSEA Fixed Posts:

- a. Authorized personnel shall be allowed entry as soon as possible after arrival and the guard shall minimize congestion during peak periods of personnel arrivals and departures.
- b. Courteously and promptly process visitors and record the required information.
- c. Provide clear directions to visitors upon request.
- d. Deter unauthorized personnel entry into the facility or areas secured and manned by the Fixed Post. Do not permit any individual to have access to the facility until he/she has reasonably determined that doing so will not be contrary to the Public interest and that the individual(s) is/are authorized to be admitted in accordance with applicable orders, rules and regulations. The foregoing prohibitions and requirements shall also be applicable to all individuals with regard to the access, removal and/or possession of materials, supplies, equipment, and all Government-owned property.
- e. Deter and endeavor to prevent the damage, pilferage, removal, destruction, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful threats to, or disposition of Government or personal property, or acts of espionage or sabotage within the areas to be secured by:
 - 1. Constant personal surveillance of designated areas;
 - 2. Close observation of cargo;
 - 3. Close visual inspection of persons entering and exiting designated areas to insure that nothing is either introduced or removed without proper documentation, as directed by special instructions
 - 4. Apprehension of persons suspected of commission of the above crimes within designated areas;
 - 5. Report all such incidents to the Shift Supervisor, who shall then notify the NAVSEA Security Officer and NDW Police.
- f. The guard shall report unsafe conditions, procedures, or activities to the NDW Police Dispatcher and the NAVSEA Security Officer promptly. In the event of the occurrence of a fire, explosion, collapse or other catastrophe, the Contractor shall summon appropriate assistance immediately and notify the NDW Police Dispatcher and the NAVSEA Security Officer. The NDW Police Dispatcher will notify the NDW Security Officer.
- g. Deter the commission of assaults, batteries, robberies, rapes and other crimes of violence in the guard's area of responsibility by his/her presence.
- h. The guard shall carry a working communication system, which the Shift Supervisor can use to immediately and decisively assist any of the Security Guard Force who may be confronted with a situation requiring additional personnel or a show of force by communicating with the NAVSEA Security Guard Force and the

NDW Security Force.

- i. Turn off unnecessary lights. Check security cages. Close windows. Open and secure doors and gates as per any special instructions.
- j. Receive, secure, and account for all keys issued to the Contractor for use in the performance of this contract. Contractor shall not make or issue duplicate or replacement keys without prior approval of the NAVSEA Security Officer. Authorized duplicates will be provided to the Contractor at Government expense; but the NAVSEA Security Officer will obtain necessary replacements and the reasonable costs thereof will be charged to the Contractor's account.
- k. Observe, enforce and follow applicable SOPs in this contract and in other applicable DOD, DON, OPNAVINST and NAVSEA Security Division instructions and directives.
- l. Take all reasonable precautions to protect the health and safety of all persons in the building(s) under guard, minimize the danger from all hazards to life and property, comply with all health, safety and fire protection regulations (including reporting requirements), and remove from duty any security guard employee who may have a communicable disease.
- m. Cooperate with the NAVSEA Security Officer and his representatives in establishing and implementing mutually satisfactory systems and procedures for accomplishing the missions set out above. The Contractor shall provide, in addition to the services specified herein, other security-related emergency services requested by the Government. These requests shall be deemed to be changes within the meaning of the "CHANGES" clause, Section I, and shall be subject to its provisions.
- n. Secure the building or area under guard within five (5) minutes after receiving such a directive.
- o. Insure that any person(s) attempting to take Government Property from the building/area under guard has a valid property pass, as per the SOP.
- p. Open any locked building or gate within three (3) minutes in response to an authorized request at any time. Contractor shall maintain a record of all non-scheduled building openings.
- q. Open and close any building(s) or gate(s) within five (5) minutes of the scheduled time for those scheduled openings and closings as identified and specified in the SOP.
- r. Receive complaints from any person concerning security, safety, or law enforcement within the Government's jurisdiction. Such complaints shall be reported promptly to the NAVSEA Security Officer or NDW Security Police for resolution and disposition
- s. Respond to bomb threats as per the SOP.

7. Authority

a. Contract Security Officers represent the Commander, Naval Sea Systems Command (NAVSEA) for the protection of NAVSEA assets and the promotion of good order and discipline within our facilities. As such, they are authorized to enforce rules and regulations issued under the authority of the Commanding Officer. The method for enforcing such rules and regulations will depend upon the circumstances of each individual situation. Incidents may include reporting of violators, apprehension of intruders, and/or detention of military or civilians pending arrival of NDW police or other appropriate authority. Upon arrival of the appropriate authorities: investigation, determination of identity and circumstances, and disposition will be addressed.

b. Under the authority of the Commander, NAVSEA, Security Officers have the authority to detain military personnel or civilians pending investigation and disposition of security/safety related incidents. Detention shall be

only for the minimum amount of time necessary to make a proper disposition of the individual involved according to the circumstances of the case.

8. Burn Bags. "Burn Bags" are distinctly marked, red-striped bags. Burn bags are used to contain classified material designated for destruction. Under no circumstances will Burn Bags be permitted to leave any NAVSEA building, except when being removed by NAVSEA 09A3 personnel for destruction. Courier cards shall not be honored if a Burn Bag is presented for removal, nor shall "unclassified" burn bags be allowed. Burn Bags containing classified material must be properly stored in an approved security container after normal duty hours.

9. Normal Working Hours. Normal working hours for NAVSEA Security Guard Force employees are:

Day Shift – 0700-1530 hours
Evening Shift – 1500-2330 hours
Night Shift 2300-0730 hours

These hours include a 30 minute Guard Mount for each shift.

10. Issuance and Storage of Weapons. The Project Manager/Shift Supervisor is responsible for the issuance and safety of weapons assigned at the NAVSEA site, located in bldg 197, 1E1400. Upon issuance of weapons and or the disarming of weapons, the Project Manager/Shift Supervisor is responsible to ensure they have visual contact with the officer who is loading/unloading his/her weapon to ensure all safety precautions are adhered to in accordance of the contract.

- a. All weapons and ammunition shall be stored on site in Contractor-supplied US Navy approved security containers. The security containers shall be located in Building 197, Room 1152A.
- b. All weapons shall be stored unloaded with the slides in the forward position and the weapon de-cocked.
- c. All weapons shall be loaded with a round in the chamber, de-cocked and holstered before the Guard Mount begins. While loading weapons, the Security Guard shall point the muzzle of the weapon into a bullet safety catch barrel. Two additional clips filled with approved ammunition shall be placed into each Security Guard's magazine holder before Guard Mount.
- d. While unloading all weapons, the Security Guards shall point the muzzle of the weapon into a bullet catch barrel.
- e. All weapons shall be stored empty of ammunition, the slide in the forward position and de-cocked.

11. Communications Equipment Issue. The Project Manager/Shift Supervisor is responsible to see that oncoming Security Guards acquire a radio and charged batter and place them in their appropriate holsters. At the conclusion of duty, all communications equipment shall be inspected, tested and stored in battery chargers.

12. Guard Mounts. A Guard Mount is a 30 minute briefing and inspection of guards coming on duty at changes of shift. Guards are briefed on any pertinent information pertaining to their post. Guards are also inspected for uniform, appearance, equipment, and suitability standards. The NAVSEA PM/Shift Supervisor shall perform a formal Guard Mount at the start of each shift during which relief personnel shall be assembled for inspection, arming, announcements and a general transfer of information from one shift's personnel to the next. See SOP items 10 and 11 above concerning weapons and communications equipment. At the completion of the Guard Mount, the Security Force guards coming on duty shall go to their assigned posts and relieve the Security Guards going off duty. The Security Guard Force guards coming off duty shall go to Building 197, Room 1152A and remove their weapon, ammunition and communications equipment.

13. NAVSEA Crisis Situations. The Contractor shall provide an employee recall system with the capability of contacting and recalling a minimum of eight (8) off-duty Security Guard Force personnel. Personnel shall be on-site within 90 minutes of the Contractor's receipt of the Contracting Officer's recall authorization. Situations which may result in recalls include bomb threats, fires, changes in threat conditions, terrorist incidents, natural catastrophes,

civil disturbances, or other large gatherings of people where, in the opinion of the Contracting Officer, a threat exists to life and property. Compensation for any such recall shall be in accordance with the "CHANGES-FIXED PRICE" Clause, Section I.

14. Records and Reports. The Contractor shall maintain records, and prepare and submit reports as identified in this contract. Section F provides a summary of required reports, records and submittals. A copy of all reports and records shall be maintained on-site and available for Government inspection at all times. From time to time the Contractor's employees may be required to make written and oral statements to the Naval Investigative Service, the Federal Bureau of Investigation, or other agencies due to the nature of a particular incident. Any written statements provided shall be considered a report under the terms of this Contract. All records and copies of reports shall be turned over to the Contracting Officer within five calendar days after Contract completion.

Section B - Use of Deadly Force at NAVSEA

1. Purpose: To establish policy regarding the use of force by the Contract Security Officer personnel. No Contract Security Officer will carry firearms on board a naval installation or activity until written certification of qualification meeting Navy standards is provided by the contractor, and the Officer has successfully completed training in the use of force and rules of engagement. In addition, contractors must comply with provisions prescribed by the state and local government in which the contract is administered, including current licensing and permit requirements.

2. Definitions

a. Deadly Force. Force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Deadly force shall be used only as set forth below in paragraph 5, Procedures.

b. Serious Bodily Harm. Does not include minor injuries, such as a black eye or a bloody nose, but does include fractured or dislocated bones, deep cuts, torn members or the body, serious damage to the internal organs, and other life-threatening injuries.

3. Policy. Deadly force is authorized in the performance of duties for self-defense and/or defense of others in imminent danger of death or bodily harm.

4. Methods of Force. The minimum amount of necessary force will be used in all situations. These methods/means are listed from the least severe to the most severe:

a. Verbal Commands. Issued in order to have persons comply with requests in non-threatening situations. This might include asking disputants to separate or asking a subject to produce documents under legitimate circumstances, e.g., verification of identification to ensure member is

b. Physical apprehension and restraint techniques, e.g., come-along hold, takedowns.

c. Handcuffs. To be used for safe custody, for a limited period of time, and for the protection of law enforcement personnel as well as detainee.

d. Police Batons. Police batons will be used in accordance with training requirements. Personnel not trained in use of police batons are not authorized to carry them.

e. Firearms. No firearms shall be drawn and readied for use unless actual force would be authorized under the circumstances and per established guidelines.

5. Procedures. Deadly force is justified only under conditions of extreme necessity and as a last resort when all lesser means have failed or cannot reasonably be employed. Deadly force for NAVSEA Security Guards is justified under one or more of the following circumstances:

a. Self-Defense and Defense of Others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

b. Assets Involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DoD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission. Examples include Sensitive Compartmented Information Facility (SCIF) or Special Access Programs (SAP) facilities.

c. Serious Offenses Against Persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm. Examples include murder, armed robbery, and aggravated assault.

d. Arrest or Apprehension. When deadly force reasonably appears to be necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subsections 5.b. through 5.c. above.

e. Escapes. When deadly force has been specifically authorized by the Heads of the DoD Components and reasonably appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.

6. Requirements for the Use of Firearms

a. Warning shots are prohibited.

b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. A weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

e. No person shall be armed unless qualified in the use of the firearm assigned. Qualification includes satisfying all the firing requirements and receiving a use of force briefing quarterly.

f. Personnel armed with a 9mm pistol will carry the weapon with a fully loaded magazine inserted and a round chambered. Personnel will also carry two fully loaded extra magazines.

g. Qualified personnel will be issued an Authorization to Carry Firearms Form (OPNAV 5512/2), which must be in their possession while carrying a firearm.

Section C - Entry and Exit Inspections / Prohibited Items

1. All employees and visitors are subject to random inspection of hand-carried items when entering and/or exiting NAVSEA spaces to deter and detect unauthorized introduction or removal of classified material. An individual possessing a valid courier card will be exempt from inspection of hand-carried classified material only. All other hand-carried items will be inspected.

a. Individuals entering NAVSEA spaces who refuse to submit their hand-carried items for inspection will be denied access.

b. Individuals exiting NAVSEA spaces who refuse to submit their hand-carried items for inspection will be detained until the Physical Security Officer can be notified.

c. Inspections will be scheduled by the Physical Security Officer and will be conducted with a representative from the SEA 09T Security staff:

d. An individual will be advised that he/she has been randomly selected for an entry or exit inspection of his/her hand-carried items.

e. All hand-carried items will be placed on a desk or table and the individual will be asked to open all items (including envelopes, packages or boxes).

f. The inspector will remove or ask the individual to remove any item deemed necessary to conduct a thorough inspection, including papers, clothing, books, bottles, keys, wallets, portfolios, etc.

g. An individual's clothing or person and other items of a personal nature such as wallets, change purses or cosmetic cases will not be inspected.

h. An individual in possession of a prohibited item will be detained until the Physical Security Officer and NDW police can be notified.

i. An individual in possession of classified material, without a valid courier card, will be detained until the Physical Security Officer can be notified. The Physical Security Officer will take charge of the situation and the classified material.

j. An individual in possession of government property, without a valid property pass, will be detained until the Physical Security Officer can be notified. The Physical Security Officer will take charge of the situation and the government property.

2. Prohibited Items. The following items will not be brought into or removed from Building 197, 201, 104, and 176 without written documentation from The Office of Security and Law Enforcement:

a. Pursuant to the authority contained in 10 U.S.C. 6011, and U.S. Navy Regulations, Chapter 8, Article 0826, the following items are prohibited from areas under NAVSEA cognizance unless specifically authorized by the Office of Security and Law Enforcement (SEA 104):

- Personal photographic equipment of any kind, including but not limited to cameras (still and/or video), film and cellular telephones with cameras.
- Weapons or other dangerous materials of any kind, including but not limited to firearms, ammunition, knives (with blades longer than 2-inches), explosives, incendiaries, personal defense aerosols/sprays.
- Personal reproduction equipment of any kind, including but not limited to photocopying, copying, and/or

recording devices.

- Alcoholic Beverages of any kind.
- Personally owned Portable Electronic Devices (PEDs) used for storing data, to including but not limited to removable storage devices (e.g. memory sticks, rewriteable CDs and DVDs, Zip and floppy disks).
- Any other item, the possession of which is prohibited by Federal, State or municipal law, Department of Defense or Department of Navy instruction, directive or policy.

Section D - Emergency Procedures
(Fire, Bomb, Medical, Civil Disturbance, General)

1. Fire Emergency Procedures. Each Contract Security Officer should be familiar with the NAVSEA Evacuation Procedures. In addition, the following information is provided:

- a. During normal duty hours the Office of Security and Law Enforcement, and the NAVSEA Safety Officer will be the “on-scene” commander until NDW arrives. Outside normal duty hours, the NAVSEA Watch Officer will be in charge until NDW arrives.
- b. During a fire alarm condition, Contract Security Officers will take direction from the Office of Security and Law Enforcement.
- c. All Contract Security Officers will assist in evacuating the building, directing the flow of traffic away from the fire or fire alarm location toward the nearest exits.
- d. After building evacuation, officers will standby to provide assistance as required by NDW, the Office of Security and Law Enforcement and Safety, and/or the Watch Officer during non-duty hours.

2. Bomb Emergency Procedures

- a. Bomb threats can be received by telephone, mail or actual sightings of suspected devices.
- b. During normal duty hours, the Officer of Security and Law Enforcement will be notified of any bomb threats, suspect mail or devices. After normal duty hours, the Watch Officer will be notified. In all cases, NDW Police will be immediately notified.
- c. Contract Security Officers will immediately secure the affected area and request non-essential personnel to evacuate the scene.
- d. Post #1 will notify the NDW Fire Department and then activate the nearest fire alarm manual pull box to effect building evacuation. Under no circumstances should the fire alarm pull box be activated without authority from the NAVSEA Headquarters, Physical Security Officer or Watch Officer during non-duty hours.
- e. After fire alarm annunciation, assist in the safe evacuation of all personnel.
- f. Proceed to the 1st floor vestibule area, at the main entrance and report all information to the Facilities Manager or Watch Officer during non-duty hours.
- g. Stand by to provide any additional information to the Fire Chief upon his/her arrival.

3. Medical Emergency Procedures

- a. Personal welfare and safety during a medical emergency is paramount. Medical personnel will be permitted unimpeded access to Buildings 197, 201, 104, 176 spaces when necessary to attend to ill or injured personnel.
- b. Medical emergency situations can occur at any time as a result of sickness, injury, or system malfunctions. In many instances the first individual on the scene must make quick decisions, therefore, requests for guard assistance may come from anyone.
- c. Contract Security personnel will be prepared to assist the victims.
- d. Advise Post #1 of the emergency, providing all available details.

e. Post #1 will call for medical assistance and advise the Physical Security Officer, building personnel listed on the TIER sheet and NDW Police.

f. On scene Contract Security Officers will keep bystanders away from the victim.

4. Civil Disturbance. In the event information is received that a civil disorder is imminent in the area of Buildings 197, 201, 104, 176 and 22, or if an unexplained large crowd of people are observed congregating in or about the area, Post #1 will take the following actions:

a. Notify NDW Police.

b. Notify the Headquarters, Physical Security Officer.

c. Ensure that all building entrances/exits are secured.

d. Permit building personnel to exit via any door most distant from the scene.

e. Contract Security Officers will respond immediately to duties as directed by NDW Police.

f. Provide for the safety of personnel.

g. Prevent destruction of government property.

h. Preserve building integrity and access control.

i. Be alert, firm and un-provoking in manner.

j. Maintain radio communications.

5. General Emergency Procedures. In those situations deemed to be an emergency, the Headquarters Physical Security Officer may issue orders to Contract Security to preserve life and to maintain security within guidelines established for the use of force. In such an instance, NDW Police will be notified as soon as possible to dispatch a supervisor.

Section E - Lost and Found Property

1. Personal belongings will not be kept on post, nor will the Contract Security Officer accept any items for safekeeping from other personnel.
2. All lost and found property will be documented in the Officers Operations Log (GSA Form 1103) and turned over to room 4E4000 in building 197.
3. The supervisor on duty will retain the items until the following workday.
4. Under no circumstances will the guard on duty retain any classified information. Any classified information will be turned over to the Command Watch Officer.

Section F - Key Control Procedures

1. The Contract Security Officer will maintain all keys in accordance with NAVSEA policy.
2. Keys will not be issued to anyone.
3. Contract Security will contact the rover to escort individual(s) when opening office doors.
4. Contract Security will sign for the key(s) they're using.
5. Fire department keys will be signed out only to uniformed fire emergency personnel after requesting ID.
6. All Master keys will be accounted for at the end of each shift.

J-0401060-02.3 AMD 03

Attachment J-0401060-02.3

NSF Arlington and Carderock Post Orders and SOP

INDEX

This Attachment applies to all NSF Arlington and Carderock services provided under this contract.

POST ORDERS:

Carderock:

- Parkway, Main Gate #2: One armed officer from 0600-1500 hrs, Sun-Sat (Guard II), including holidays.
- Vehicle Inspection Station, Gate #3: One armed officer 0600-1500 hrs, Mon-Fri (Guard II), excluding holidays.
- Relief Rover: One armed officer 0600-1500 hrs, Sun-Sat (Sergeant), including holidays.
- Shift Supervisor: One armed officer 0600-1500 hrs, Mon-Fri (Lieutenant), excluding holidays.

Naval Support Facility Arlington:

- One unarmed officer 0600-1800 hrs Mon-Fri (Guard I), excluding holidays.

GENERAL MISCELLANEOUS SOP REQUIREMENTS:

1. General Requirements
 - 1.1 Individual Employee Security Clearances
 - 1.2 Post Staffing Requirements and Brief Description
 - 1.3 Records and Reports
 - 1.4 Site Supervision
 - 1.5 Communications
 - 1.6 Authority and Jurisdiction

- 2. Entry/Exit Control Point (ECP) Operations
- 3. Guard Mounts

INDIVIDUAL SOPs:

- SOP # 1 Functions of the Guard Force –
- SOP # 2 Authority –
- SOP # 3 Firearms Safety –
- SOP # 4 Use of Minimum Force –
- SOP # 5 Use of Deadly Force: Conditions under which Guards may use Deadly Force –
- SOP # 6 Methods of Force –
- SOP # 7 Additional Considerations involving Firearms –
- SOP # 8 Limits of Naval Jurisdiction –
- SOP # 9 Apprehensions of Persons –
- SOP # 10 Personnel Identification Badges –
- SOP # 11 Property Passes –
- SOP # 12 Reports –
- SOP # 13 Robbery –

GENERAL NSF Arlington and Carderock SOP REQUIREMENTS

1. General Requirements. To obtain Armed Guard Services for designated areas at NSF Arlington and Carderock.

1.1 Individual Employee Security Clearances. All Contractor employees assigned to perform guard services at NSF Arlington and Carderock must pass a favorable National Agency Check (NAC) and have a Secret Security Clearance. The Contractor shall be responsible for obtaining and covering the cost for all clearances for their personnel. Before assigning any employee to guard duties the Contractor must provide all documentation to NDW personnel.

1.2 Post Staffing Requirements and Brief Description.

Carderock:

- Parkway, Main Gate #2: One armed officer from 0600-1500 hrs, Sun-Sat (Guard II), including holidays.
- Vehicle Inspection Station, Gate #3: One armed officer 0600-1500 hrs, Mon-Fri (Guard II), excluding holidays.
- Relief Rover: One armed officer 0600-1500 hrs, Sun-Sat (Sergeant), including holidays.
- Shift Supervisor: One armed officer 0600-1500 hrs, Mon-Fri (Lieutenant), excluding holidays.

Naval Support Facility Arlington:

- One unarmed officer 0600-1800 hrs Mon-Fri (Guard I), excluding holidays.

1.2.1 In accordance with the Service Contract Act, Directory of Occupations, the Government determines that all personnel assigned duty under this Contract shall be classified at the Guard II level.

1.3 Records and Reports. The Contractor shall maintain records, and prepare and submit reports as identified in this contract. A copy of all reports and records shall be maintained on-site and available for Government inspection at all times. From time to time the Contractor's employees may be required to make written and oral statements to the Naval Investigative Service, the Federal Bureau of Investigation, or other agencies due to the nature of a particular incident. Any written statements provided shall be considered a report under the terms of this Contract. All records and copies of reports shall be turned over to the Contracting Officer within five calendar days after Contract completion.

1.4 Site Supervision. The Contractor shall provide managerial and administrative support of the services at NSF Arlington and Carderock. The Contractor shall designate and provide a supervisor in charge of each shift's personnel at all times. The Contractor's supervisory personnel in charge of work under this Contract shall be available at all times to receive and implement orders or special instructions from the Contracting Officer, Contracting Officer's Representative, Security Officer or Government Representative concerning matters which affect the operation, protection and/or security of assigned areas. The Contractor shall provide the Government with a telephone number for an office or personal contacting system that will be responded to by his supervisor. The Contractor's Representative or supervisor may not hold the position of an on duty guard, except in emergencies. During emergencies, the Contractor's representative or supervisor may man a post for not more than three (3) hours. Any Contractor scheduling problems or similar staffing/manning difficulties do not constitute emergencies for this purpose. The Contractor shall provide sufficient qualified personnel to man all posts at all designated times, and such additional qualified personnel to provide satisfactory relief for on-duty guards when necessary for them to vacate their posts, and to man posts for guards calling in to report sickness or for guards who fail to show up for their assigned post duties.

1.5 Communications. See Attachment J-0200000-06 for required Contractor furnished equipment.

1.6 Authority and Jurisdiction.

1.6.1 Authority. Authority of Contractor personnel to detain and/or make arrests shall be that of private citizens as defined by the laws of the District of Columbia. If detention is reasonably necessary, then detain the individual(s) and notify NDW Security immediately. Each member of the Guard Force shall be under a duty by virtue of his/her employment under this Contract to exercise that authority in the manner directed, including the SOP. Each employee shall be under a duty by virtue of his/her employment under this contract to exercise that authority in the manner directed by this contract, including the SOP. The use of deadly force by Contractor personnel must be in accordance with guidelines in the SOP. Under the common law and the District of Columbia Penal Code, a private citizen may make an arrest for a misdemeanor involving a breach of the peace committed in this presence. Additionally, Contractor employees may arrest one who he/she knows to have committed a felony, or one who he/she reasonably and in good faith believes to have committed a felony when in fact the felony is been committed, or one attempting the commission of a felony.

1.6.2 Gun Permits. Except where precluded by local law or ordinance, the Contractor shall (1) obtain a permit for each guard required to carry a gun, and (2) maintain on file a current gun permit for each guard. A copy of each guard's permit will be provided to the ACO at least three working days prior to the anticipated assignment date of any individual. All guards shall carry their permit on their person while on duty. The ACO shall be immediately notified should such permits be terminated, revoked, or suspended at any time and the guard(s) affected shall be immediately removed from the work site.

1.6.3 Jurisdiction. Members of the guard force shall be familiar with and comply with the limits of Naval jurisdiction, as defined in the SOP.

2. Entry/Exit Control Point (ECP) Operations. The Contractor shall deter unauthorized personnel from entering. Authorized personnel shall be allowed entry as soon as possible after arrival and the Contractor shall minimize congestion during peak periods of personnel arrivals and/or departures. The Contractor shall not permit any individual to have access to NSF Arlington or Carderock areas until he has reasonably determined that doing so will not be contrary to the public interest and that the individual(s) is authorized to be admitted in accordance with applicable orders, rules and regulations. These prohibitions and requirements shall also be applicable to all individuals with regard to the access, removal and/or possession of materials, supplies, equipment and all Government-owned property. The Contractor shall comply with this SOP regarding issuance of passes and badges to Government employees, visitors, Contractors, vendors, and others. The Contractor shall courteously and promptly process visitors and record required information, issue appropriate identification badges to authorized visitors, and record required information. Contractor employees shall provide clear directions to visitors upon request. Visitors shall either be denied access or issued an access badge within FIVE (5) minutes after their arrival.

The Contractor shall deter and endeavor to prevent the damage, pilferage, removal, destruction, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful acts upon, threats to, or disposition of Government or personal property or acts of espionage or sabotage within the areas to be secured by:

- a. Constant personal surveillance of buildings
- b. Close observation of cargo, packages, etc. coming into and exiting buildings
- c. Close visual inspection of persons entering and exiting the buildings to insure that nothing is either introduced or removed without proper documentation, and/or as directed by special instructions
- d. Apprehension of persons suspected of commission of the above crimes within buildings
- e. Report all such incidents to the Shift supervisor, who shall then notify the NDW Security/Police Force

The Contractor shall comply with this SOP regarding detention of persons or property, and shall insure that any person(s) attempting to take Government property from the area has the authority to do so, in the form of a proper Property Pass. These prohibitions and requirements shall also be applicable to all individuals with regard to the access, removal and/or possession of materials, supplies, equipment and all Government-owned property.

Contractor shall promptly report unsafe conditions, procedures or activities to the NDW Police Dispatcher. In the event of a fire, explosion, collapse or other catastrophe, the Contractor shall immediately summon appropriate assistance and notify the NDW Police Dispatcher; and the NDW Police Dispatcher will notify the NDW Security Officer.

Contractor shall deter the commission of assaults, batteries, robberies, rapes and other crimes of violence by the presence of satisfactorily trained, organized and security guard force, each guard armed with the required firearm, and with a nightstick or baton approved by the Government. The guard supervisor shall carry a viable communication system, which the supervisor shall use to immediately and decisively assist any of the employees who may be confronted with a situation requiring additional personnel or show of force by communicating with the NDW Security Force.

Contractor shall turn off any lights left on unnecessarily, check security cages, close windows, open and secure doors and gates, and follow any special instructions issued.

Contractor shall take all reasonable precautions to protect the health and safety of all persons in the buildings, minimize the danger from all hazards to life and property, comply with all health, safety and fire protection regulations (including reporting requirements), and remove from duty any security guard employee who may have a communicable disease.

Contractor shall secure the building(s) within one minute after receiving such a directive by the Security Officer, NDW Security Officer or their authorized representative. The Contractor shall maintain a record of all non-scheduled building closings.

Contractor shall within three minutes after receiving such a directive by the Security Officer, NDW Security Officer or their authorized representative, open any locked building at any time. The Contractor shall maintain a record of all non-scheduled building openings.

Contractor shall receive complaints from any person concerning security or safety within the Government's jurisdiction. Such complaints shall be promptly reported to the Security Officer or NDW Security Officer for resolution and disposition.

Contractor shall prepare and maintain all guard schedules to reflect contract requirements. The Contractor shall coordinate with appropriate personnel (e.g., Fire Department, Building Manager, Administrative Officer) to accommodate fire drills, evacuation exercises, etc. Such schedules include: (a) guard work schedules including a detailed description of how guards are to be replaced for restroom breaks, personal illness, or emergencies; (b) Fire Drills; (c) Evacuation exercises. A copy of the working schedules and/or changes for all employees shall be submitted to the Government Representative at least 72 hours before the start of the scheduled period.

3. Guard Mounts: A Guard Mount is a 15 minute briefing and inspection of guards at the start of their shift. The supervisor shall ensure that each post is manned as required; employees are in proper uniform presenting a neat appearance and that each employee is familiar with their post and duties. Guard mount shall also be used to provide special detail instructions, announcements, feedback, and pass-down e-mail information necessary for the provisioning of the safe and effective performance of assigned watch standing duties and services. The Security Guard Force coming off duty shall go to Building 30 and remove their weapons, ammunition and communications equipment.

NSF Arlington and Carderock SOPs

SOP # 1. FUNCTIONS OF THE GUARD FORCE: The guard force is concerned with all matters relating to the security of the command which include:

- a. Safeguarding materials and/or information against espionage and unauthorized disclosure.
- b. Safeguarding the activity against sabotage or any other incident that might jeopardize the normal operation of the command, such as theft, robbery, riot, lawlessness, demonstrations, etc.
- c. Assisting in plans and procedures to be followed in the event of any major catastrophe, such as hurricanes, earthquakes, floods, conflagration, and hostile acts to insure adequate security measures are maintained within the command.

SOP # 2. AUTHORITY:

- a. Guards shall have the authority, via this Contract, on behalf of the NDW Regional Commander, to enforce all naval directives from higher authority and all local directives as well as other rules and regulations issued under their authority. The proper method for enforcing such directives, rules, and regulations will depend upon the circumstances of each individual case. Many cases may include reporting of violators, apprehension of intruders, and detention of military or civilians pending arrival of NDW Regional Security Forces, or other appropriate authority in order that investigation, determination of identity and circumstances, and proper disposition may be carried out. In all cases, the authority for enforcement must be properly exercised using good, sound judgment. Immediate coordination through the shift supervisor of the NDW Regional Security Force shall be made when apprehension or detention is utilized.
- b. Guards may apprehend personnel subject to the Uniform Code of Military Justice (Active Duty US military personnel) when they have reasonable belief that an offense has been committed and that the person to be apprehended committed it (Article 76 UCMJ, 10 USC 807(b)).
- c. Guards have only the same power of arrest as a private citizen. The guards may arrest, without a warrant persons reasonably and in good faith believed to be guilty of a felony, where a felony has in fact been committed, and arrest persons committing a felony in their presence. Guards may also arrest persons committing a misdemeanor in their presence if the persons are also involved in a breach of the peace. As private citizens, guards have a right to protect their own lives and property and as employees of the Contractor they have a special right to protect the property and personnel of the Government from criminal injuries.
- d. Under the authority of the NDW Regional Commander, guards have the power to detain military personnel or civilians for appropriate investigation and disposition in performing their function to secure Government property and personnel. This detention shall be only for the minimum amount of time necessary to make a proper disposition of the individual involved according to the circumstances of the case.

SOP # 3. FIREARM SAFETY: No guard shall remove his/her assigned weapon from its holster except in the event of an emergency, upon turn-in of weapon, or when directed to do so by an immediate supervisor. Safety rules shall be followed at all times and are repeated below:

- a. Every firearm shall be considered loaded until examined and proven otherwise. Never trust your own or anyone else's memory as to the status of a firearm.
- b. Never draw your weapon unless you intend and are justified to use it. Waving a gun in a threatening manner is dangerous and will tell an experienced criminal that the holder is inexperienced.
- c. Never point a weapon at anyone or anything unless you intend and are justified to shoot, or in any direction where a discharge might do harm.
- d. Never carry a gun in a position where it cannot be used immediately. Keys or other items shall not be attached to the gun but
- e. Never surrender your weapon to anyone except to the shift supervisor who is authorized to make an inspection, to the Range Officer during firing range operations/qualifications, or to the issuing authority at

the conclusion of tour of duty. If required by a Government Security Representative the weapon shall be surrendered.

- f. Never insert the finger inside the trigger guard unless you are prepared to discharge the weapon.
- g. Never cock the weapon except just before discharging it
- h. Before loading ammunition into the firearm, check for dirt, excess oil, grease, malformation, or other defects. Also check the bore to be sure that it is free of foreign matter or obstructions.
- i. Always load weapon immediately when issued and going on duty.
- j. Never load the firearm with dented cartridges, cartridges with loose bullets, cartridges eaten away by corrosion, or cartridges damaged in any other way.
- k. Never leave firearms unguarded or unsecured for even a brief period of time.
- l. Never discharge a firearm when running. Always stop first, support the weapon and fire only when certain of the target and the path of the target and the path of the projectile.

SOP # 4. USE OF MINIMUM FORCE: In each individual event, lawful and proper force is restricted to only that force necessary to control and terminate unlawful resistance and to preclude any further physical attack against Security Force personnel. Because the amount of force to be applied in any specific situation cannot be formulated in advance, Security Force personnel are required to exercise individual discretion in deciding how much force is necessary. A great deal of common sense must be exercised in arriving at a decision both as to when and how to legally apply force, keeping in mind that excessive force is illegal and may subject Security Force personnel to civil or criminal sanctions. The Contractor's Security Force personnel shall always use the minimum amount of force.

SOP # 5. USE OF DEADLY FORCE: CONDITIONS UNDER WHICH GUARDS MAY USE DEADLY FORCE. Deadly force is that force which a person uses with the purpose of causing or -- which he knows, or should know -- would create a substantial risk of causing death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- d. Self-defense. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.
- e. Serious offenses against persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (such as arson, armed robbery, aggravated assault or rape).
- f. Lawful order. When directed by the lawful order of superior authority who shall be governed by the above provisions.

SOP # 6. METHODS OF FORCE: The methods or instrumentality listed below, but not limited thereto, may be used to apply force. The minimum amount of necessary force shall be used in all situations. These methods or instruments are listed from the least severe to the most severe:

- d. Physical apprehension and restraint techniques, e.g., come along holds.
- e. Standard issued Security devices, not including firearms, i.e., the baton. The baton may be used by Security Forces personnel to subdue a resisting subject or in self-defense protection of a third party if circumstances warrant its use. The baton may also be used as a blocking or repelling device in crowd control situations, or to ward off blows from an assailant. The baton must be considered a potentially deadly weapon. A blow delivered to the head or neck can be fatal, and such blows fall under the use of deadly force guidelines.
- f. Firearms. No firearms shall ever be drawn unless its actual use in a situation would be proper under the deadly force guidelines set forth above. Firearms may be drawn and readied for use in situations where it

is anticipated that they may be actually required. See HQNDW Security Directive 7-87 for specific guidelines concerning the issuance, use and handling of firearms by Security Force personnel.

SOP # 7. ADDITIONAL CONSIDERATIONS INVOLVING FIREARMS: If in any of the circumstances set forth in MSC SOPs # 4 through # 6 above, it becomes necessary to use a firearm, the following precautions shall be observed, provided that it is possible to do so consistent with the prevention of death or serious bodily harm:

- g. An order to halt shall be given before a shot is fired.
- h. Shots shall not be fired if they are likely to endanger the safety of innocent bystanders
- i. Discharge at or from a moving vehicle shall always be avoided because of inherent danger to innocent bystanders and its considerable ineffectiveness
- j. Warning shots shall not be employed since such firing constitutes a hazard to innocent persons
- k. Only authorized, issued firearms and ammunition shall be carried and used by the guards in the performance of their duties and during training.
- l. A discharge of a weapon other than during authorized training, or any instance of misuse or mishandling by guards, shall be reported immediately to the NDW Security officer.

SOP # 8. LIMITS OF NAVAL JURISDICTION: The Commanding Officer of this activity has the following types of jurisdiction within the specified boundaries:

- d. Exclusive jurisdiction: This exists when the Government possesses, by whatever method acquired, all of the authority of the State and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the Government, except the right to service civil or criminal processes in the area.
- e. Concurrent jurisdiction: This exists when, in granting to the Government authority which would otherwise amount to exclusive jurisdiction over an area, the State reserves to itself the right to exercise, concurrently with the United States, all of the same authority.
- f. Partial Jurisdiction: This exists when the Government has been granted authority over an area in the State, but where the State has reserved to itself the right to exercise by itself or concurrently with the Government other authority constituting more than merely the right to served civil or criminal processes in the area; for example the right to tax private property. Guards have no jurisdiction outside these boundaries other than that of a civilian unless they have received authority from State or Local authorities.

SOP # 9. APPREHENSION OF PERSONS: Guards may apprehend and detain persons only within their jurisdiction and then only for as long as necessary to transfer such persons to law enforcement personnel. Delay in transferring offenders to appropriate law enforcement personnel may make the guard subject to charges of false arrest. Unless an offender is subject to the provisions of the Uniform Code of Military Justice or Navy Manpower Management Instructions, the Commanding Officer is powerless to punish infractions of his own regulations other than by taking up an offender's auto permit, or by some similar denial of privileges. A guard shall avoid the use of force where apprehension can be accomplished without resorting to the use of force. If apprehension cannot be made without resorting to the use of force, personnel shall use the minimum amount of force necessary. The use of excessive force makes a guard liable to prosecution under law.

- a. Persons in the military service who commit offenses within the limits of a naval station or other shore activity shall be brought before the appropriate naval authority for punishment or trial in accordance with the Uniform Code of Military Justice. For persons in the Navy and other US military services, the duty Security Officer (or NDW Region Security Officer) shall be notified and the offender turned over to the NDW Region Command Duty Officer or his representative, the NDW Master-at-Arms.
- b. Persons not in the military service who commit offenses within the limits of a naval station or other shore activity are subject to trial in the United States District Court for the district in which the station or activity is situated. The NDW Region Security Force shall be notified for appropriate action.

SOP # 10. PERSONNEL IDENTIFICATION BADGES. All personnel requiring access to Government property shall meet the requirements of a need to be aboard and will be identified by one of the forms of identification listed below. For the purposes of entry, a "Visitor" is considered to be any person not attached to or employed by a Command or tenant command at this activity. A Contractor is a special form of visitor. The guard shall not allow any person to pass his post without proper identification.

- f. Cards which are defaced, altered in any way, illegible, or expired will not be honored. In the event of any discrepancy, refer the individual concerned to the Security Office.
- g. Military personnel, military dependents, and certain contract representatives will be granted access to the station 24 hours a day, upon presentation of a valid identification in one of the following forms:
 - 1. Armed Forces ID Card (DD 2N) Green for active duty military personnel.
 - 2. Armed Forces ID Card, Gray for retired members with pay.
 - 3. Armed Forces ID Card, Red for reserve members.
 - 4. Uniformed Services Identification and Privilege Card (DD 1173) for use by dependents (10 years of age and older) on active duty and retired with pay personnel, and by qualified contract personnel.
 - 5. United States DoD/Uniformed Services Identification Card: Common Access Card, DoDCIO/OUUSD (P&R)
- h. Civilian personnel who are employed by a Command or tenant command at this activity, requiring access to Government property, must present a Naval District Washington, D.C. or other approved identification card from another Military District Command, such as:
 - 1. United States DoD/Uniformed Services Identification Card: Common Access Card, DoDCIO/OUUSD (P&R)
- i. Visitors shall be required to show an acceptable form of personal identification, such as driver's License, or other Government Agency Employee Identification.
- j. The NDW Security Officer will indicate to the Security Guard Contractor what forms of personnel identification will be required for Contractors and vendors.

SOP # 11. PROPERTY PASSES: All Government property being removed from MSC facilities must be accompanied by a property pass (S&A Form 155, DD-1104, NAVSUP Form 155, DD-1265, DD-1266, SF-1103 or SF-1131). All material property passes shall be inspected to insure completeness and accuracy. When discrepancies are found in the preparation of a property pass or the property being removed, the person with the property pass or the property being removed shall be detained and the Guard Supervisor notified immediately.

SOP # 12. REPORTS. Information relative to unusual happenings, threats, or actual damage to property, safety hazards, maintenance breakdowns, potential sabotage or espionage, injuries, etc., shall be recorded and maintained in the MSC Security Guard Log. This requirement is not to preclude the immediate notification of the NDW Police Dispatcher of any conditions or matters needing such notifications. The MSC Security Guard Log shall be maintained in a neat and legible manner and shall also include recordings of all other events happening in and around each post.

SOP # 13. ROBBERY. In the event of a robbery (with force and violence) speed in notifying NDW security police and appropriate authorities, and in assisting the response forces is of utmost importance. Of primary importance is the safety and protection of all employees and visitors. Equally important is the identification of the intruders and vehicles used in the robbery. Since all guards are armed, sound judgment must be exercised to prevent situations that may lead to the exchange of gunfire or physical harm to bystanders. Should a robbery occur and come to the attention of a guard the guard shall immediately notify his shift supervisor and take action as appropriate or directed.

CBA 2004-2475CBA Incorporation

In accordance with FAR 52.222-47 SCA Minimum Wages & Fringe Benefits Applicable to Successor Contracts Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA), CBA 2004-2475 is incorporated into this solicitation in full text. Additionally 52.222-41 Service Contract Act of 1965 has been incorporated by reference.

Wage Determinations in their full text can also be downloaded from www.wdol.gov

-END CBA Incorporation-

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	CBA 2004-2475		14-JAN-2010